



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Guidelines

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Fire Department Organization</b>
<b>Subject:</b>	<b>1127 – Job Description FT Operations Captain</b>
<b>Revision Date:</b>	<b>6/17/16</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### QUALIFICATIONS

- Must hold and maintain a valid Maine Driver’s license.
- Must hold and maintain a valid Maine Paramedic license.
- High School Diploma or equivalent required; Associate’s degree preferred.
- NFPA Firefighter I & II certification or equivalent.
- Pro Board or Scarborough Fire Department local Fire Officer Certification.
- Successful completion of a state certified AVOC/EVOC class
- Hazardous Materials Technician certification
- Minimum 3 years of full time Scarborough paramedic/firefighter experience
- Two years’ experience as a full time lieutenant preferred.
- Must have the ability to work fixed and rotating shifts.
- Must currently meet or be willing to meet the fire and EMS training requirements listed below.
- Must successfully complete a psychological evaluation.
- Must successfully complete a physical abilities test.
- Must successfully complete a post offer comprehensive physical evaluation.

**REPORTS TO:** EMS and Suppression Deputy Chiefs

#### NATURE OF WORK

This is a skilled supervisory, emergency medical and firefighting position that requires the employee to respond to a wide range of medical, traumatic, and fire suppression-related emergencies in a community encompassing 54 square miles with a year round population of nearly 20,000 that is significantly higher in the summer months. The department's annual call volume exceeds 4,200 calls for service per year.

The person filling this position must be mature, honest, compassionate, able to work well with others, and be willing and able to interact positively with the public. The candidate must be prepared to respond to emergency EMS and fire calls in all types of weather, day or night. Due

to the geography of the community the candidate must be prepared for emergencies on/in the ocean, highways, residential neighborhoods, industrial areas, as well as agricultural settings.

The person filling this position will also be supervising on duty and call personnel, organizing and conducting continuing education and professional development classes, and a variety of other tasks that may be assigned by the Fire Chief or his designee.

The person filling this position must be:

- Able to develop a rapport and effectively supervise a vast cross section of coworkers including call members, student firefighters, part-time and full-time firefighters and EMS personnel with varying levels of training and experience.
- Knowledgeable in current BLS and ALS standards as outlined in state and local protocols.
- Proficiently skilled in all invasive and non-invasive techniques that may be performed by a Maine licensed Paramedic.
- Knowledgeable and proficiently skilled in all fire suppression related techniques as outlined within.
- In good physical and mental condition.

#### **ILLUSTRATIVE EXAMPLES OF WORK REQUIREMENTS**

- Directly supervises the Full Time Lieutenants as well as all other on-duty personnel assigned to their shift.
- Assure all scheduled full time and per-diem firefighter and EMS shifts are covered on a daily basis.
- Assume the tasks of the Station Leader to lead and manage the on-duty personnel in the station to which they are assigned.
- Work with the fire administration to maintain a highly motivated and well trained work force that is prepared and ready to meet the first responder needs of the community.
- Provide leadership and a command presence by being knowledgeable and proficient in the incident command system and working effectively within the paramilitary system.
- Provide patient assessment, treatment, and transport at both the BLS and ALS level of a Maine licensed Paramedic on any call for emergency medical service in the Town of Scarborough as needed.
- Perform effective triage, treatment, and transport of victims involved in an MCI event.
- Be knowledgeable in and adhere to State and local EMS protocols as well as department Standard Operating Procedures, Guidelines, and General Orders.
- Exercise sound judgment with respect to all matters involving patient and responder safety including but not limited to; emergency vehicle operations, scene safety, injury prevention, infection controls, etc.
- Perform fire suppression activities as required including but not limited to assuming incident command, suppression, ventilation, forcible entry, search & rescue, overhaul, and managing a rehab division.
- Organize and assure station duties, equipment and apparatus maintenance checks, hydrant shoveling, hose testing, and a variety of other assignments are completed properly as assigned.

- Carry out assigned duties with minimal supervision and maintain a willingness to learn and employ additional management skills and techniques as needed.
- Learn and maintain up-to-date knowledge of the location of streets, principal buildings and geographic features of the Town of Scarborough.
- Effectively receive, process, relay, and follow both oral and written instructions.
- Comply with all Department training requirements.
- Establish and maintain effective working relationships with other employees (call, part-time, full-time and students), supervisors, other departments, agencies, and the public we serve.
- Attend and pass local driver training programs to become certified on all department apparatus.
- Safely operate all types of ambulances and fire apparatus under both routine and emergency response in all types of conditions.
- Attend and participate in scheduled staff meetings.
- Participate in and use the quality assurance program and performance evaluations as a positive learning tool for professional development.
- Understand and work within the principles of the National Incident Management and Incident Command systems.

## **SALARY**

This position is covered under a wage scale as outlined in a collective bargaining unit contract.

## **FIREFIGHTING & EMS TRAINING REQUIREMENTS**

An employee in this class must attend, pass and remain certified in:

- PALS – Pediatric Advanced Life Support
- ACLS – Advanced Cardiac Life Support
- PHTLS – Pre Hospital Trauma Life Support
- Other classes as deemed appropriate by the Fire Chief