



Scarborough Fire Department

Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1136 – Job Description FT Fire Prevention Captain
Revision Date:	04/03/2013
Approved by:	<i>B. Michael Thurlow</i>

QUALIFICATIONS

- Must hold and maintain a valid Maine Driver’s license.
- Must hold and maintain a valid Maine EMT license, EMT-P preferred.
- High school diploma required, Associate’s degree preferred.
- NFPA Firefighter I & II Certification.
- Pro Board Fire Officer Certification.
- Fire Instructor or EMS Instructor/Coordinator Certification
- NFPA Fire Inspector, Public Information and Safety Officer Certifications preferred
- Successful completion of a state certified AVOC/EVOC class
- Hazardous Materials Technician certification
- Minimum 3 years of full time firefighter/EMT experience
- Must have the ability to work a flexible schedule including evenings and weekends.
- Must be able to respond to serious calls as required during off-duty hours within 20 minutes.
- Must currently meet or be willing to meet and maintain 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: The Fire Chief

NATURE OF WORK

This is a skilled mid management position responsible for overseeing the department’s fire prevention, public education, training, and safety & wellness divisions. The candidate will serve a combination department of nearly 200 employees 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 operates out of six neighborhood stations and responds to over 4,200 calls for service per year.

The person filling this position must be mature, honest, compassionate, professional, 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 must be:

- Knowledgeable in fire prevention programs, public fire safety education, fire and EMS training, and safety & wellness initiatives.
- 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 EMS 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 EMT.
- Knowledgeable and proficiently skilled in all fire suppression related techniques including hazardous materials response.
- Articulate and skilled at conducting research, developing written reports, and delivering oral presentations.
- Proficient in computer use and various software applications and database management.
- In good physical and mental condition.

ILLUSTRATIVE EXAMPLES OF WORK REQUIREMENTS

- Work with the Fire Chief to maintain a highly motivated and well trained work force that is prepared and ready to meet the first responder needs of the community.
- Develop and maintain an active fire prevention program including public education, plans reviews & life-safety inspections, and creating pre-plans.
- Develop and maintain an active safety & employee wellness program including assuring the department's compliance with various standards, laws, and directives.
- Provide leadership and a command presence by being knowledgeable and proficient in the National Incident Management System and working effectively within the paramilitary system.
- Provide primary patient assessment, treatment, and transport on any call for fire or emergency medical service in the Town of Scarborough and its mutual aid communities.
- 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, accountability, suppression, ventilation, forcible entry, search & rescue, overhaul, and managing a rehab division.
- 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.
- Safely operate all types of ambulances and fire apparatus under both routine and emergency response in all types of conditions.
- Other duties as assigned by the Fire Chief

SALARY

This is a non-exempt 40 hour/week position that is covered under the Town of Scarborough non-union wage scale.

FIREFIGHTING & EMS TRAINING REQUIREMENTS

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

- Hazardous Materials Technician
- Other classes as deemed appropriate by the Fire Chief