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**POCATELLO FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Subject: Shift Captain

To: All Personnel

Revision Date: June 14, 2000

From: Mike Duersch

Last Reviewed: June 14, 2000

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POSITION PURPOSE: This position is accountable to supervise the emergency-response personnel of an assigned Fire Station. In all Department endeavors he or she is to coordinate activities in fire suppression, emergency medical intervention, rescue and those hazardous situations presenting a threat to life or property not otherwise classified.

PRINCIPAL ACCOUNTABILITIES:

1. Ensure that company skill levels are established and maintained by organizing and participating in training programs designed to satisfy skill and knowledge requirements of the Department.
2. Ensure that all Fire Department officers and personnel are informed of company activities by completing required response, training, and daily journal documentation. Captain is responsible to see that these reports are forwarded to appropriate responsible individuals.
3. Increase the effectiveness and sufficiency of emergency-response personnel through supervision and compliance of safe practices in Fire, Medical, Hazardous Materials, Rescue and non-medical situations.
4. Increase the probability of safe and timely resolution of potential emergency fire situations by establishing and maintaining pre-fire plans and updating response running maps.
5. Provide for the protection of life and property through education and enforcement of fire prevention codes, regulations, and ordinances by completing standard inspections, within the City, for compliance. This may include supervising Community relation programs as assigned.
6. Maintain the necessary State Fire Inspector certification and Emergency Medical Technician certification to perform the duties and responsibilities required of both programs.
7. Maintain high levels of physical stamina and endurance to perform duties required on emergencies through completion for Department mandatory physical fitness program and evaluations.
8. Provide for the protection of life and property by responding with other emergency-response personnel to fires, medical and non-medical emergencies. Assumes incident command at emergencies, and often mitigates those incidents independently without assistance from staff officer personnel.

9. Maintain skills in the use of specialized fire and rescue equipment including its timely deployment during emergency situations and conduct in-service training of personnel assigned in his or her company.
10. Supervise the effective operation of an assigned City Fire Station, associated grounds, and equipment through regular inspection and maintenance.
11. Receive and disseminate information from staff to members of station crew.
12. Responsible for maintaining discipline within the company.
13. Responsible for implementation of adherence to SOP's and Response Guidelines.
14. Record and document facts relating to personnel and responses, both fire & medical, as prescribed by local, state, and federal agencies.
15. Produce and present public education information dealing with both fire and medical topics under a variety of circumstances as necessary.
16. Must maintain a valid State of Idaho Driver's License while on duty.
17. Shall supervise the work and special projects assigned to his or her company.

NATURE AND SCOPE:

Minimum requirement necessary to fill this position is completion of eight years on the job, completion of Pocatello Driver / Operator certification, and Pocatello Fire Officer Step-up requirements. This position, reporting to the Division Chief, is responsible for overseeing personnel assigned to specific emergency response functions both on and off the emergency scene. Hire/ fire and salary-related decisions are referred to higher authority for approval, but some disciplinary accountability is granted to the position. Typical personnel supervised by this position include Driver Operators, Paramedics and Fire Fighters.

Challenges include resolution of personnel-related issues, maintaining proficiency within fire-company operations, working with the business community, civic groups, charity organizations, the general public, and responding to a variety of emergency situations in an appropriate and timely manner.

This independent position has the authority to carry out the activities of the assigned shift within the standard operating procedures and Fire Department regulations. Daily work assignments are supervised by this position. In an Emergency situation, this position is in command until relieved by a supervisor or the situation is resolved.

Other areas of responsibility for this position include working in the Fire Prevention Bureau and the Training Division in the capacity of Fire Inspector, Fire Prevention Specialist, Arson Investigation Specialist, and Training Officer.

Approved By:

APPROVAL SIGNATURES:

Fire Chief

Date

Union Representative

Date