

**SATELLITE BEACH FIRE DEPARTMENT
JOB TASK ANALYSIS**

Position Covered:

Shift Captain

Basic Description: (A short narrative describing the position and responsibilities.)

As a management level supervisor reporting directly to the Commander, this position is responsible for the command, and emergency response activities of the Fire Department. The Incumbent is responsible for managing shift personnel on a daily basis; planning day to day activities to involve training, pre-fire planning, equipment testing, etc, through the resources of the department. Work involves planning, directing, and controlling fire suppression, emergency medical care, preliminary emergency scene management, and public education/relation activities; teaching and training personnel on variable concepts of the job, both new and existing. Incumbent consults with and receives direction from the Operations Commander concerning plans and policies to accomplishing department goals and objectives, uses independent judgment and discretion in carrying out fire/EMS functions and all day-to-day operations. Work is reviewed through discussion on problems and by activity reports submitted.

Expected Duties	Average Hours Each Month
Plans, organizes and directs shift activities of the Fire Department.	20
Reviews Fire and EMS reports as completed by personnel.	10
Develops effective solutions, and adjusts department operational methods to meet new situations and to improve existing operations and effectiveness	16
Performs or supervises station maintenance, equipment maintenance and repairs. Ensures equipment and inventories of equipment and supplies is at an acceptable level and recommends repair/replacement/replenishment as needed	20
Prepare, complete, and submit reports relating to activities, training, response, equipment status, repair, etc.	20
Meets with supervisors to determine situational awareness of the department, planned activities or assignments, special assignments as needed	15
Plans and performs training for personnel to ensures the training and operational readiness of shift personnel in fire suppression procedures, emergency medical care, emergency management response.	20
Direct and attend public relations event as assigned and/or requested	6
Counsels employees and recommends discipline as required	2
Holds meeting to inform shift personnel of policies and procedures, activities, fire and medical procedures and policy.	10
Completes other duties and responsibilities as assigned by the Operations Commander	10
Supervises and evaluates employee performance	5
Respond to medical incidents and work in concert with the treating medic to control and incident as needed for a positive outcome.	20

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Respond to reports of structure fire and establish command as needed to direct responding units and personnel. Be capable of incident control up to a second alarm incident. Be capable of proper application of SOG, Tactical SOG, and City Policy	10
Respond to motor vehicle incidents where injury and/or extrication may be required. Identify and mitigate safety matters relating to responders in relation to traffic and/or hazards of the incident.	5
Respond to incidents requiring investigative techniques and skills, and appropriate, rapid action, such as smell of smoke, fire alarm, elevator rescue, etc. Be capable of proper application of SOG, Tactical SOG, and City Policy.	5
Review with and educate personnel on the Standard Operating Guideline of the Department, City Policy, and Tactical Standard Operating Guidelines of the Department.	10

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MINIMUM QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE:

Fire Officer I certification as provided by the Florida State Fire Marshal's office. Florida state certified Paramedic. Five (5) years of successful employment with the Satellite Beach Fire Department. Associates Degree relating to Fire Science or Emergency Medical Services required within 18 months of appointment.

ABILITIES AND SKILLS:

Knowledge of the principles and practices of current fire science, emergency medical service delivery and fire/injury prevention. Knowledge of the organization and functions of the City departments, city policy, departmental standard operating guidelines, tactical standard operating guidelines, and medical protocols.

Ability to plan, assign, direct and supervises the shift activities on a daily basis. Ability to establish and maintain effective working relationships with shift personnel and other department personnel as well as other City department supervisors and the general public. Ability to express ideas clearly and concisely, both orally and in writing. Ability to teach new and existing concepts to department personnel, city personnel, and general public as needed.

SPECIAL REQUIREMENTS:

Possession of a valid Florida Operator's License without restrictions other than corrective lenses. Must be a Florida Certified Firefighter II, and Florida State Paramedic/EMT. Additional training requirements as supplied by the employer, and in accordance with the applicable NFPA standard:

- Pump Apparatus Operator (to include Hydraulics)
- Water Rescue Operations
- Confined Space Technician Level
- Trench Rescue Operations
- Vehicle-Machine Rescue Operations
- High/Low Angle Rescue Operations
- Hazardous Materials Operations
- Incident Command (curriculum as defined by the department)

PHYSICAL REQUIREMENTS:

- Meets physical and medical requirements of NFPA 1582
- Endure sustain physical activity under austere conditions
- Lifting and carrying 45 pounds or greater