

## Job Description

### Fire Captain

**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Primary Work Location:** Fire Station

**Experience:** 5 years of progressively responsible experience in fire and emergency services

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**Role:** The Fire Captain is a leadership position within a fire department responsible for managing a team of firefighters and ensuring the effective and efficient operation of the department. The role requires strong leadership skills, the ability to make quick decisions, and a comprehensive knowledge of fire safety procedures and equipment.

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**Responsibilities:** The Fire Captain directs the activities of Fire personnel during an assigned shift. Supervises career and volunteer personnel and has responsibility for their safety.

**Duties include:**

- Assigning, directing, and supervising firefighting, medical emergencies, and related life and property protection.
- Ensure compliance with safety regulations and procedures.
- Implementing and/or integrating into an incident management system.
- Making decisions regarding firefighting methods to be used.
- Deploying and managing personnel.
- Ensuring the safe operation of fire equipment and apparatus, maintain equipment and facilities.
- Assisting Fire Community Services with, and participating in, public education, community relations, and fire prevention programs and activities. This class is also responsible for performing related duties as required.
- Responsible for the effective station management: ensuring the fire station(s) are cleaned and maintained, an adequate stock of all needed materials and supplies is maintained for continuous operation, coordinates and ensures all preventive maintenance and repairs is completed in a timely fashion.
- Performs other duties as assigned.

2706 River Road  
PO Box 429  
Killington, VT 05751



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**Abilities:**

- Establish and maintain an effective working relationship with other employees.
- Exercise sound, independent judgment within established guidelines.
- Express ideas clearly and concisely, both orally and in writing.
- Apply standard firefighting and emergency care techniques to specific situations.
- Act effectively in emergency and stressful situations by using good judgment, self-discipline, and courtesy.

**Knowledge:**

- The principles and practices of fire prevention, inspection, investigation, suppression, and emergency medical services.
- Knowledge of management and leadership techniques.
- Town and Department policies and standard operating guidelines.
- The National Incident Management System.
- Supervisory principles and practices.

**Requirements:**

- High School, trade school, or equivalent.
- Have a current motor vehicle license.
- Minimal of National Registry EMT and Current State of Vermont.
- 1-3 years of supervisory experience
- Leadership and communication skills are essential.

**Physical:**

- Much of the work is performed under emergency conditions and frequently involves considerable personal hazard.
- Work requires climbing, balancing, stooping, kneeling, crouching, and crawling.
- Worker must be able to lift and carry dead weight of at least 125 pounds.
- The worker is subject to inside and outside environmental conditions, including extreme heat and cold.
- During firefighting activities workers are subjected to heavy smoke, fumes, and gases.
- Wearing a self-contained breathing apparatus is required and each employee must be able to pass a NFPA 1582 physical and respirator fit test annually.
- Position requires visual acuity sufficient to safely operate fire equipment and to affect search and rescue operations and hearing sufficient to accurately perceive information at spoken word levels.
- Manual dexterity is required for grasping and operating equipment.

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\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants should submit a cover letter and resume highlighting their qualifications and experience by May 31<sup>st</sup> to [firechief@killingtontown.com](mailto:firechief@killingtontown.com)