

DEFINITION

Coordinates all fire suppression, rescue and emergency medical station activities of all companies and stations on an assigned shift; functions as shift commanding officer and ensures effective compliance with departmental policies and directives; assigns, oversees and/or participates in extinguishing and preventing fires, providing emergency medical services, training, public fire education, fire prevention activities, and other related duties.

SUPERVISION RECEIVED AND EXERCISED

Under supervision of the Deputy Chief of Operations who makes assignments and reviews work.

As Station Commander of one or more stations and their companies during a specific shift, assigns work to Volunteer Captain, Firefighter Paramedics and Volunteers.

Fire Shift Commander is a lead supervisor position. The Shift Commander is responsible for the enforcement of District policy and rules on their respective shift. The Shift Commander may issue discipline up to including verbal counseling, verbal reprimands, written reprimands, and suspensions up to two weeks with pay.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

1. Plans and oversees the daily activities (emergency and non-emergency) of a shift involving stations and fire fighting companies; enforces established departmental guidelines and regulations. Holds regular meetings with personnel within areas of responsibility.
2. Responds to fire alarms and emergency calls; provides incident command as first arriving officer until relieved by a chief officer. Responsible for following appropriate rules, policies and standard operation practices (SOP's) and ensuring safety practices are followed; evaluating situations, deciding on appropriate actions and allocating resources. Assists higher-level officer(s) as required.
3. Oversees and/or participates in fire suppression/rescue/medical aid activities as required; provides guidance to crew during incidents.
4. Oversees and/or participates in the operation of various equipment dealing with fire control, rescue and extrication, medical and HAZMAT situations as required.
5. Oversees and/or participates in fire cause investigations; assesses need for expertise of a senior officer or Fire Marshal. May do preliminary investigation of incident (such as fire origin); may testify in court if required.
6. Maintains discipline within assigned stations and companies to ensure that rules, policies and standard operational procedures (SOP's) are followed, and to ensure that team members operate in a safe and efficient manner.
7. Plans and oversees the maintenance of fire station and grounds.

8. Plans and oversees the preventative maintenance, care, operation and upkeep of fire apparatus, tools, and equipment, inspections and routine maintenance of equipment; assigns work; schedules repairs at station.
9. Compiles reports and tracking lists such as incident reports, rosters, maintenance and inspections, equipment and supply orders, training reports, daily work plans; creates special reports as needed; maintains Standard Operational Manual.
10. Schedules, oversees, and/or participates in the inspection of businesses; develops pre-fire plans for businesses.
11. Schedules, oversees, and/or participates in the inspection of fire hydrants.
12. Evaluates skill level of assigned staff; provides training and conducts drills. Allocates people resources according to skills and training. Maintains training log.
13. Provides general and specialized training to career and volunteer personnel; attends/participates in cross-training personnel. Oversees and participates in fire drills. Prepares and coordinates fire drills.
14. Participates in the performance evaluation of staff under command.
15. Evaluates or oversees probationary firefighter training and company officer development candidates during a specific time frame.
16. May participate in hiring process.
17. Evaluates competency of personnel assigned to station, including regular and temporarily assigned personnel.
18. Maintains budget and has spending authority for assigned responsibilities (See Addendum's A thru C).
19. Participates in development of assigned budget and monitors expenditures as per financial policy.
20. Has program responsibility as assigned (See Addendum's A thru C).
21. Oversees and/or instructs public in fire prevention methods.
22. Performs other duties as required.

QUALIFICATIONS

Knowledge of:

1. Fire behavior and suppression principles, practices, and procedures, and fire hazards common in area; fire suppression tactics and planning.
2. Fire prevention codes, regulations and standards.
3. Emergency medical responses and first aid principles and practices.
4. Basic fire detection principles, arson and fire investigation, fire cause investigation.
5. Departmental rules, regulations, policies, and procedures.
6. Principles of Incident Command System.
7. Special team functions (i.e., haz mat, water rescue, aerial rescue).
8. Basic principles and properties of hydraulics.
9. Principles and properties of hazardous materials.
10. Operation and maintenance of fire fighting/rescue apparatus and equipment.
11. Flammable, hazardous, explosive, toxic materials and building construction for fire protection and fire hazards.

12. Water distribution systems; electrical systems; alarm system; heating/ventilation systems.
13. Location of hydrants, streets and geography of the city.
14. Principles of performance management.
15. Fire and EMS instruction techniques.
16. Wildland and interface firefighting principles and practices.
17. Personal computer systems.
18. Basic principles and properties of hydraulics.
19. Location of hydrants and other water systems of the district.
20. Geography of the area and local streets, highways and forest road systems.
21. Department pager, two-way radios and a variety of heavy hand tools, hand operated equipment and power operated mechanical equipment, with training where required.
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Ability to:

1. Plan, organize, and direct activities of assigned companies at station.
2. Lead and direct employees under emergency conditions and routine work.
3. Be prepared for unpredictable and life-threatening situations of a diverse nature.
4. Quickly evaluate situations and proper responses and to assume leadership.
5. Remain calm in emergency situations and handle diverse stress situations.
6. Assume command responsibility until relieved.
7. Evaluate performance and assess skill levels of company members; allocate/assign company members according to training/experience levels.
8. Facilitate harmonious interactions among company members.
9. Work in hazardous environment/conditions, confined spaces, and heights.
10. Perform duties involving strenuous physical exertion and elements of personal danger and to facilitate optional crew physical fitness workouts.
11. Provide guidance and training to staff.
12. Set priorities and enforce professional standards.
13. Compile specific reports and evaluations; maintain records.
14. Deal with interruptions and shift priorities.
15. Work long hours.
16. Work well with staff and the public.

Skilled in:

1. All aspects of firefighting processes.
2. Operating firefighting/rescue/EMS equipment.
3. Dealing with people and interpersonal situations.
4. Oral and written communication skills.
5. Physical strength and agility to perform required duties.

POSITION QUALIFICATIONS

1. Associates Degree in Fire Science or Emergency Medicine. A Bachelors Degree in Fire Service Administration is preferred.
2. Meet and maintain all requirements and qualifications of a Firefighter/Paramedic.
3. Experience as a Fire Captain or Firefighter/Paramedic with a recognized Fire Department for the previous 5 calendar years.
4. ICS Class certificate required.
5. Certified as an Oregon EMT-P upon appointment.
6. NFPA Firefighter 1, NFPA Pump Operator, EVOG, Hazmat IC and Incident Safety Officer Certifications.
7. Completed Wildland Task books for NIMMS FF2, FF1, CRWB (Engine) and TFLD
8. Fire Officer 1 certification within 2 years of appointment as a new officer.
9. Current and valid Oregon Driver's License.
10. Must be insurable by the District.
11. Must be able to successfully pass a department physical and drug test when required.
12. Comply with the District's residency policy.
13. A combination of experience and certifications which meets the intent of the position qualifications may considered by the District.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; walk; use hands and fingers to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crawl, and smell.

The employee frequently must lift and move up to 10 pounds and occasionally move up to 150 pounds. Vision abilities required are close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must pass a hearing test within normal range.

The employee must meet the physical requirements as outlined in the Sisters-Camp Sherman Fire District Medical Release Form.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in offices, vehicles and outdoor settings in all weather conditions including temperature extremes during day and night. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents or oils. During firefighting activities, an employee is exposed to restricted environment with temperature variance and periods of extreme physical exertion.

The employee occasionally works near moving mechanical parts and in highly precarious places and is exposed to wet or very dry conditions, fumes, airborne particles, toxic or caustic chemicals and a risk of electrical shock and vibration.

The noise level is usually quiet in the office setting and loud at the emergency scene.

ADDENDUM "A"

FACILITIES – FIRE SHIFT COMMANDER

SPECIFIC RESPONSIBILITIES

1. Maintain SCBA program and all record keeping.
2. Administration of respiratory policy and all record keeping.
3. Maintain radio communications equipment.
4. Responsible for maintenance and repair of all District facilities.
5. Responsible for ordering janitorial supplies for District facilities.
6. Maintain current record of fire and medical alarms, personnel response information and provide report to Oregon State Fire Marshal's office (OAIRS reporting system).
7. Schedules ladder testing and maintenance.
8. Maintains balanced budget and has limited purchasing authority for all specific responsibility areas.

ADDENDUM "B"

SMALL TOOLS & EQUIPMENT – FIRE SHIFT COMMANDER

SPECIFIC RESPONSIBILITIES

1. Orders and maintains all small tools and equipment.
2. Member of equipment committee.
3. Maintains station software program.

ADDENDUM "C"

EQUIPMENT MAINTENANCE – FIRE SHIFT COMMANDER

SPECIFIC RESPONSIBILITIES

1. Responsible for Equipment Maintenance including apparatus, hydrants, hose and hose testing.
2. Responsible for apparatus pump testing.
3. Responsible for ordering and maintaining EMS equipment and supplies, including drug inventory and drug log oversight.
4. Responsible for district map systems (GIS).
5. Responsible for maintaining department apparatus run cards via Deschutes County 911 center.
6. Responsible for the Burn Permit System.

7. Responsible for the Department Safety Committee, ensuring regular meetings, record keeping, compliance with OSHA standards and posting of monthly minutes and bulletins at all District Fire Stations.
8. Maintains balanced budget and has limited purchasing authority for all specific responsibility areas.