

# BONITA SPRINGS

*Fire Control and Rescue District*



<b>Position</b>	<i>Training Captain</i>	<b>Department</b>	<i>Suppression</i>
<b>Reports to</b>	Deputy Chief	<b>Supervisor to</b>	As assigned
<b>Effective date</b>	February 2017	<b>Revision date</b>	February 2017
<b>Pay Grade</b>	21A	<b>FLSA Status</b>	Non-Exempt
<b>Union</b>	Suppression	<b>Pension</b>	Firefighters Retirement Sys.

## *Purpose of Training Captain :*

The purpose of the position is to provide responsible management and technical support including responsibility for facilitating training in all areas of fire rescue, EMS, special operations, health and safety, and maintenance and distribution of all training supplies. Responsibilities include assisting in developing programs and conducting training classes. Responsibilities also include Incident Safety Officer and Health and Safety Officer duties. The work requires applications of technical knowledge and firefighting skills, EMS, special operations, scene safety and Health and Safety. The work is performed under general direction with latitude in decision making, initiative, and leadership within the framework of established policies and procedures. Work is evaluated by attainment of objectives, a review of written and oral reports, and through periodic conferences with supervisor.

## *Pre-Qualifications for Training Captain:*

*The requirements listed below are representative of the education, experience, and knowledge required for the position.*

<i>Education and Experience</i>	Requires meeting requirements of F.S. 633.406 and 633.408
	Associates Degree in related field of study, <i>as of September 30, 2019</i>
<i>Licenses</i>	Valid Florida Driver's License
	State of Florida Live Fire Instructor I certification
	State of Florida Fire Instructor II certification
	State of Florida Safety Officer certification, <i>when available from the State</i>
	Infectious Control Officer
	Forestry Task Force/Strike Team Leader
	Forestry Safety Officer
State of Florida Paramedic certification	

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## *Physical Requirements of Training Captain:*

The Training Captain is required to perform prolonged and arduous physical work under hazardous and adverse conditions. Also requires heavy work that involves remaining in a stationary position, traversing, ascending, descending, balancing; positioning, moving, transporting, or raising objects; and exerting between 50 and 75 pounds of force on a recurring basis and over 100 pounds of force on a frequent basis. Must be able to perform the physical demands of firefighting and emergency services.

## *Mental Requirements of Training Captain:*

The Training Captain is required to complete routine work, follow procedures, and use critical thinking to solve problems which will require intensive understanding of a restricted field and complete familiarity with the functions of the agency. There will be frequent exposure to a variety of unusual pressures and stressors while performing administrative, technical, or managerial tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; normal attention is required, with short periods of high-concentration for accurate results of various responsibilities.

## *Essential Functions Disclosure for Training Captain:*

The essential functions of this job description, described as responsibilities, skills, and knowledge, are based on tasks which are critical to successful job performance. The process, time, quantity, and/or quality of the essential function may be determined by a supervisor, if it is not clearly defined in the job description. The essential functions listed may focus on the required outcome rather than the process of performing the essential function.

## *Environmental Exposures of Training Captain:*

The Training Captain may risk exposure to fire hazards, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, airborne particles, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, and explosives.

## *ADA Compliance Disclosure for Training Captain:*

The Bonita Springs Fire Control and Rescue District complies with the American with Disabilities Act (ADA). Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not prohibit or restrict additional tasks that may be assigned. This job description is subject to change at any time.

## *Description Disclosure for Training Captain:*

This job description is not a contract of employment or a guarantee of continued employment. The Bonita Springs Fire Control and Rescue District has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

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## *General Responsibilities of Training Captain:*

*The tasks listed below are those that represent the general responsibilities while working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

Answers telephone; screens calls; provides requested information; takes and relays messages.

Greets visitors with courtesy and tact; answers questions or refers to a supervisor for clarification/resolution.

Assists walk-in emergencies and summons appropriate personnel for help.

Creates and maintains files for order and retrieval, according to accepted record keeping practices and departmental policies.

Types correspondence, forms, documents, and other materials as required in departmental operations.

Opens, sorts, and routes incoming mail, faxes, and deliveries; prepares outgoing mail.

Photocopies and faxes required materials.

Ensures adequate maintenance of supplies; maintains inventory check.

Ensures clean and tidy common areas and office space.

Represents the District professionally to the Public and other agencies.

Performs other job-related duties as required.

## *General Knowledge Requirements for Training Captain:*

*The requirements listed below are within the scope of the job description and inclusive to the work assigned. The Training Captain shall have an appropriate level of knowledge in these requirements upon hiring, with the understanding that these requirements will be mastered while employed with the Bonita Springs Fire Control and Rescue District.*

Professional business writing and written correspondence skills.

The knowledge of computer skills and programs.

Efficient utilization of fax and copy machines.

Proper grammar, spelling, proofreading, and editing skills.

Basic math and calculating skills.

Proper phone etiquette.

Typing skills.

The knowledge of departmental policies and procedures.

The knowledge of local, state, and federal laws.

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## *Essential Responsibilities of Training Captain:*

*The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

Coordinates, suggests, develops, and delivers training and remedial training of shift personnel.

Assists in all emergency and non-emergency operations, by responding as the Incident Safety Officer function at all high-level emergencies and as directed by the Fire Chief or designee.

Performs any and all functions within the incident command system as assigned or the situation dictates, to include fire suppression activities.

Assists in surveys of department's training needs, develops, conducts, and reviews all in-house training programs and courses.

Monitors individual and crew performance and skill levels.

Evaluates new driver/operator candidates.

Assists in up-grading individual/departamental skills/tasks being used in the field, as necessary.

Assists in coordinating out-of-house training programs.

Assists in coordinating with the Lee County Training Co-Op.

Assists in maintaining accurate and current training reports and records.

Assists in the development, implementation and review of department standard operating procedures, guidelines and protocols.

Assists in the preparation of annual training budget; participates in training budget management activities.

Conducts inspection of personal protective equipment, as assigned.

Assists in health and safety issues and keeps proper records.

Makes health and safety recommendations, as necessary.

Assists in evaluating and making recommendations on new apparatus, tools, and equipment.

Assists in bid specifications for all new equipment purchases as necessary.

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## *Essential Skill Requirements for Training Captain:*

*The requirements listed below are within the scope of the job description and inclusive to the work assigned. The Training Captain shall have an appropriate level of skill in these requirements upon hiring.*

Knowledge of principles and processes involved in business and organizational planning, coordination and execution.

Ability to establish and maintain effective working relationships with co-workers, and other agencies.

Ability to analyze problems, identify alternatives, and take corrective actions.

Strong written, verbal, and analytical skills.

Ability to make sound decisions and judgment calls.

Developing constructive and cooperative working relationships with others.

Ability to prepare and make presentations in front of groups.

Ability to communicate, convey, or express information.

Knowledge of company policies and procedures.

Knowledge of local, state, and federal laws relating to all facets of fire department operations.