



# GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number: <b>104.11</b>	Effective Date:	02/01/2024
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	01/30/2024	
Section:	<b>Organizational Information</b>	
Subject:	<b>JOB DESCRIPTION – SHIFT CAPTAIN</b>	
By Order of Fire Chief Patrick J. Parker		

## I. Scope

Establishes the guidelines and select duties for the position of Shift Captain with the Grand Traverse Metro Emergency Services Authority (GTMESSA)

## II. General

Under the direction of the Assistant Chief of Operations, supervises the activities of the fire station; supervises the activities of the assigned station personnel; participates in and supervises training functions; may direct the work of other fire crews at the scene of a fire; completes quarterly goals and objectives in a timely manner; and does other work as required.

## III. Response

**ESSENTIAL FUNCTION STATEMENTS** – *Essential duties may include, but are not limited to, the following:*

### **Essential Functions:**

- A. Respond to fire incidents, emergency medical incidents, hazardous materials spills, and other emergency incident calls.
- B. Direct personnel and equipment at the scene of a working fire, rescue operation or other emergency incident.
- C. Implement the Incident Command System at emergency incidents, directing personnel, and resources as needed.
- D. Conduct station drills and special training programs.
- E. Participate in annually required training requirements.
- F. Monitor the overall work performance and work quality of assigned personnel (daily routine work and emergency responses).
- G. Evaluate the readiness of personnel and equipment.
- H. Ensure that all assigned personnel are delegated specific station duties, and that they are carrying out these assignments.
- I. Ensure that all assigned personnel are familiar with the policies of the department.
- J. Make sure that assigned personnel have the resources needed to complete their jobs.
- K. Adhere to the GTMESSA Standard Operating Guidelines and ensure that all assigned personnel review and understand the Standard Operating Guidelines.

- L. Complete personnel management related documents (e.g., scheduling, leave requests, special assignments, personnel evaluations, etc.).
- M. Conduct formal and informal counseling sessions with subordinates in order to correct work deficiencies, maintain discipline, and to develop goals for improvement.
- N. Conduct formal performance appraisals of subordinates.
- O. Investigate allegations of personnel misconduct, public complaints, internal complaints, and morale problems.
- P. Ensure that preventative maintenance is performed on the station and equipment.
- Q. Perform fire prevention work assigned in the community such as safety and educational presentations, company inspections, and smoke alarm installations.
- R. Participate in the development of pre-fire plans for special target hazards.
- S. Conduct preliminary investigations into the cause and origin of fires, assisting other personnel where needed (Fire Investigator or Fire Marshal).
- T. Make formal presentations to the department, to the public, or other agency officials.
- U. Research and investigate issues for special staff assignments.
- V. Write special reports as part of staff assignments and projects.
- W. Ensure required medical and fire reports are completed in a timely manner.
- X. Prepare and complete payroll forms for the station personnel on a biweekly basis for submittal to the administration office.

## **QUALIFICATIONS**

### **Knowledge of:**

- A. Firefighting tactics and strategies.
- B. Emergency care practices and procedures, including EMS incident management practices.
- C. Special operations incidents management.
- D. National Incident Management System (NIMS).
- E. Principles of supervision.
- F. GTMESA Standard Operating Guidelines (SOG).

### **Ability to:**

- A. Implement, evaluate, and modify tactical plans during an emergency incident.
- B. Effectively assign or delegate work to subordinates, including emergency incident assignments and routine station activities.
- C. Evaluate the results of assigned work and responsibilities and provide constructive feedback to subordinates.
- D. Recognize performance problems and training needs in subordinate personnel.
- E. Function as a positive role model and lead by example.
- F. Give appropriate fire-ground and emergency scene commands.
- G. Effectively utilize computers, software, and communications systems in all aspects of the job.
- H. Maintain accurate written records and schedules of personnel, resources and department operations.
- I. Effectively present classroom and skills-based training to firefighters.
- J. Exercise appropriate judgment in routine supervisory situations and emergency incidents.
- K. Use common sense to reach logical decisions.
- L. Identify possible root causes of problems. Develop effective solutions and propose appropriate recommendations.
- M. Set priorities, coordinate and schedule tasks in a logical manner so as to maximize staff and material resources, and meet goals and timelines.
- N. Make proper assignments of personnel and appropriate use of resources.

- O. Think clearly and remain in control during stressful circumstances and emergency operations.
- P. Remain open to new ideas, approaches or techniques.

### **Physical Requirements**

While performing the duties of this job, the Captain is regularly required to stand, sometimes for long periods of time. The Captain frequently is required to walk; use hands to finger, handle, or feel, such as in the use of various medical equipment; reach with the hands and arms, such as in handling hoses and other firefighting equipment, sometimes for prolonged periods of time; climb or balance on stairs and ladders; stoop, kneel, crouch, or crawl while fighting fires and/or assisting in search and rescues; talk or hear; and taste or smell. The Captain is occasionally required to sit while completing reports or while driving fire apparatus. The Captain must regularly lift and/or move up to 50 pounds (various firefighting gear and equipment, frequently lift and/or move up to 100 pounds (hoses and ladders), and occasionally lift and/or move more than 100 pounds (injured or sick people, or items creating obstacles). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

In addition, Captain must be physically able to wear a self--contained breathing apparatus (SCBA) in accordance with all applicable OSHA/NIOSH rules and regulations; as well as applicable GTMESA guidelines.

### **Experience**

Completion of six months of probation as GTMESA Lieutenant.

### **Training**

Fire Officer III within two years (MFFTC).

GTMESA Captain Task Book (completed prior to promotion).

Staff and Command or Managing Officer (MO) Certificate preferred.

### **License or Certificate**

Maintain Northwest Regional Medical Control (NRMCA) level of function: Minimum of EMT-B.

## **WORKING CONDITIONS**

### **Environmental Conditions**

Periodic exposure to extreme working conditions.

This position will require work on weekends, holidays, 24-hour shift cycles, call back and standby duty.

GTMESA reserves the right to revise position descriptions at any time without notice.

**SOG 104.11**

Authorized by:

*Chief Pat Parker*

Chief Patrick J. Parker