

UNIFIED FIRE AUTHORITY JOB DESCRIPTION

JOB TITLE: Special Operations Captain

SECTION: Emergency Services

DIVISION: Special Operations

DATE: May 2024

BASIC FUNCTION OF POSITION:

The Special Operations Captain is responsible for leading and managing the Special Operations programs of Unified Fire Authority (UFA). The position works under the direction and coordination of the Operations Chief to administer the Hazardous Materials Team (Haz Mat), Technical Rescue Team (Heavy Rescue), Water Response (Swift Water, Ice, and Static Water), Canyon Search and Rescue, and Truck Company operations.

The Special Operations Captain is responsible for the planning, policy and guideline development, and training for each discipline. In coordination with the Operations Chief, the Special Operations Captain will assist with developing and executing the Special Operations budget. Work involves attention to personnel matters including scheduling, records collection for Special Operations personnel, coordination and management of Special Operations technical schools, coordination of Special Operations training with community and mutual aid partners and managing the administrative aspects of the UFA Special Operations programs. Work related to equipment resources includes assisting with procurement, inventory, tracking accountable property, and designing specialized apparatus. The Special Operations Captain administers these programs, develops division objectives, and interfaces with Shift Battalion Chiefs and other UFA Divisions (logistics and training) on behalf of and in support of Special Operations.

SUPERVISION RECEIVED:

This position functions under the direct supervision of the Operations Chief.

SUPERVISION EXERCISED:

The Special Operations Captain represents and supervises the administrative functions of the special operations programs when working with special operations company officers and crews.

The position may supervise part-time or light-duty personnel if assigned to the Division.

PRINCIPAL RESPONSIBILITIES:

The following list describes several of the essential functions of this position. This list may be supplemented as necessary.

- Assists in the development of the standardization of methods and equipment used in Special Operations.
- Evaluates and updates Special Operations procedures toward safe and effective response.

- Directs and assists assigned Special Operations officers in the development, scheduling, delivery and oversight of specialty training programs, drills, and evolutions.
- Functions as the coordinator and/or adjunct for UFA rescue school, hazmat school, water response training, and truck school.
- Schedule and coordinates training for Special Operations programs; similarly coordinate these trainings with partnering agencies.
- Assists with the development and updating of training reference material.
- Attends and participates in professional meetings, conferences, and workshops.
- Records and maintains training activity files/certifications for Special Operations personnel and Special Operations equipment.
- Works in conjunction with other divisions and management personnel to improve Special Operations plans and programs.
- Establishes and maintains effective working relationships with staff, other fire departments, outside agencies, and the public.
- Attends and participates in Special Operations program committee meetings.
- Assists in the preparation of Special Operations budget recommendations, strategic and operational plans, program proposals, statistical and other reports on Special Operations programs and activities, and recommendations regarding performance.
- Monitors Special Operations processes, projects, and programs; monitors workflows, reviews and provides progress reports.
- Responds to major emergencies and activities as necessary.
- Works with Human Resources to fill program vacancies
- Works in collaboration with the Operations Support Captain over staffing and part-time EMS
- Performs other related duties of a similar nature and level

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of:

- National Incident Management System (NIMS).
- Practical application of available technology used in rescue and hazard mitigation operations pertaining to emergency tactics and strategy.
- Effective training practices and techniques
- Familiarity and awareness of major threats and specialty hazards within UFA response areas
- The operations and maintenance of various types of fire and Special Operations equipment
- Pertinent federal, state, and local laws, regulations, and policies
- Modern principles and practices of fire department organization and management, including a broad awareness and understanding of the interrelationships between departmental operations, programs, and activities.
- Modern management techniques, supervisory and leadership practices, and evaluation methods.
- The facilities, equipment, and personnel needed to provide assigned services.
- Special Operations programs such as HazMat, Technical Rescue and Water

Rescue/Recovery

- UFA purchasing policies.
- Experience with emergency management principles and Emergency Support Functions (ESFs) 4, 9, & 10

Skills required:

- Excellent organizational, verbal, and written skills.
- Motivating, communicating with, and instructing/training others, using both technical and non-technical language to explain complex subjects and processes.
- Training, and motivating employees.
- Oral communication in one-on-one and group situations.
- General use of computers and basic business software programs (Microsoft Word, Excel, and PowerPoint, etc.) and in the use of general office equipment, including copiers, printers, fax machines and scanners.

Ability to:

- Function independently
- Meet expected deadlines and attain measurable results.
- Work cooperatively and develop partnerships with employee groups, outside agencies, and other elements of the community.
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines.
- Employ leadership skills such that others can accomplish organizational and personal goals and objectives.
- Maintain and project a positive attitude and foster the same in others.
- Assist with the preparation and administration of the division budget.
- Prepare and present clear, concise, and complete reports.
- Deal fairly, objectively, and impartially with others.
- Establish and maintain tactful and effective working relationships with officials, organizations, the public, and others encountered in the course of work to accomplish tasks while engendering trust and cooperation.
- Work effectively as part of a group or team to achieve common goals.
- Always maintain professionalism and composure, including stressful situations.
- Take direction and follow established policies and procedures.
- Recognize needs and implement the necessary training.
- Provide leadership through planning, organizing, motivating, and providing work-related challenges.
- Think conceptually, observe, and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.
- React to emergency situations quickly and calmly to adopt effective courses of action, considering surrounding hazards and circumstances.
- Assess and manage work assignments and competing priorities.
- Perform and complete division-level projects with limited oversight.
- Desire to learn new and innovative rescue and mitigation techniques.

MINIMUM REQUIREMENTS:

- Valid Driver License and valid EMT, AEMT or Paramedic licensure
- Currently serving as a Captain or Staff Captain with a minimum of one (1) year as a Captain in an operational assignment.
- Currently holds valid certification(s) for one or more of the following specialties: Hazardous Materials Technician, Heavy Rescue Technician, Water Rescue Technician

DESIRABLE QUALIFICATIONS

- The preferred candidate will have been part of a Special Operations Team (HazMat, Heavy Rescue, Water Rescue/Recovery) preferably as a Captain.
- Current active Member in good standing with UT-TF1.

WORKING ENVIRONMENT

Work is performed in a general office environment during routine office hours; however, early morning meetings are required, and after-hours and weekend work is necessary when Special Operations assets are deployed or involved in training activities. Work activities vary widely, including meeting attendance, field and classroom training, and driving. Work may include response to emergencies to assist with logistical and/or administrative duties.

PHYSICAL AND MENTAL JOB REQUIREMENTS

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position generally involves periods of prolonged sitting and use of computer equipment. In addition, attendance at various training sites and the ability to work outside on uneven surfaces and in all types of weather conditions is required at times. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate effectively; cognitive thinking and mathematical calculation capabilities; and manual dexterity to manipulate standard office equipment, papers, files, and records. This position requires occasional driving and the ability to lift fifty (50) pounds. Position requires wearing of protective equipment, including self-contained breathing apparatus (SCBA). Individuals will be occasionally subject to work near moving mechanical equipment, heights, wet and humid conditions, smoke, fumes, airborne particulates and/or caustic chemicals, and be at risk of electrical shock, and vibration. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Classified as FLSA Non-exempt and eligible for overtime.

This position is classified as a Category A position with regard to the Employee's Use of Mobile Phones policy.

This position is classified as a Category A position concerning the Staff Vehicle Assignment and Use and Reimbursement policy.