



# GROOM CREEK FIRE DISTRICT



1110 Friendly Pines Road - Prescott, AZ. 86303

Phone: (928) 778-6519 Fax: 443-5078 — Email: [gcfcd@cableone.net](mailto:gcfcd@cableone.net)

<http://www.groomcreek.org>

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## Notice of Job Opening

**Position: Fire Captain**

**Starting Annual Salary Range: \$40,305.20 – 44,001.06**

**Applications due 12/23/2016 - 1600hrs.**

Position Description – Fire Captain

Division – Operations

Supervised By – Fire Chief, Assistant Chief

**Definition:** Under limited supervision, plan, organize, and oversee the work of firefighting and emergency response personnel at an assigned station to ensure immediate and appropriate response capability at all times. FLSA Status: Non-Exempt

**Essential Functions:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

**Tasks:**

Oversee all activities for assigned station, including supervision and work direction of subordinate personnel; make decisions regarding proper firefighting methods; direct suppression activities; inspect assigned station for compliance with departmental rules and regulations; maintain various personnel files, conduct performance evaluations of personnel; prepare various fire reports, schedules, equipment reports, and records.

Ensure that all subordinates receive proper training; submit requests for equipment repair or replacement; order supplies necessary to keep the station operational; communicate with other officers regarding problems that arise and investigate complaints from members of the public; attend various training programs in the areas of fire, emergency/disaster management, and hazardous materials response.

**Knowledge, Skills, and Other Characteristics:**

Knowledge of fire suppression principles, methods, techniques, and practices.

Knowledge of principles, methods, techniques, and practices of hazardous material control/clean-up.

Knowledge of first aid, CPR, and other basic emergency medical care techniques and methods.

Knowledge of the streets, addresses, and locations throughout the District and local area and area geography and water systems and the location of hydrants or other water sources.

Knowledge of the use and purpose of a variety of specialized equipment/tools/apparatus used in fire suppression, rescue, emergency medical assistance, hazardous materials, and tactical rescues.

Knowledge of basic supervisory methods and techniques.

Skill in commanding and coordinating emergency, disaster, and firefighting response teams.

Skill in motivating, communicating with, and instructing/training others, using both technical and non-technical language, to explain complex subjects and processes.

Skill in operating fire apparatus and pumps, and in fire suppression techniques.

Skill in applying basic emergency medical assistance, including CPR and first aid.

Skill in the safe and proper operation of fire suppression and emergency medical services equipment and tools.

Skill in remaining calm under adverse conditions and making sound judgments concerning life and property under pressure.

Skill in writing documentation of incidents and responding to questions before legal counsel.

Skill in supervising, evaluating, training, and motivating employees.

Skill in written communications for administrative and technical purposes.

Skill in oral communication in one-on-one and group situations.

Skill in utilizing public relations techniques in responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships with State, Federal, and other local fire and emergency management officials, elected officials, subordinate staff, and District residents.

**Qualifications:** Meet current Reserve Firefighter Task Book Requirements. Must possess a valid Arizona driver's license.

*Any successful candidate will be subject to a one-year probationary period.*