



## JOB DESCRIPTION

**Job Title:** Captain  
**Department:** Fire  
**Classification:** Non-Exempt  
Safety Sensitive  
**Pay Grade:** Grade 11  
**Pay Range:**

<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
\$31,161	\$38,985	\$49,907

  
**Reports to:** Fire Chief/Assistant Fire Chief  
**Date Updated:** September 2019

### SUMMARY

Efficiently runs the day to day activities of the Grove Fire Department, and keeps the station clean and in order.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Manage emergency scene until the arrival of chief officer
- Keep all apparatus in good working order and clean
- Promote positive public image of the Grove Fire Department
- Prompt and regular attendance is required for this position

### PERIPHERAL DUTIES

- Incident Command
- Abides by all standards, conduct and policies, as stated in the Personnel Policy and Procedures Manual

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### SAFETY SENSITIVE POSITION

This position is a 'Safety Sensitive' position as defined by the United States Department of Transportation and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "Safety Sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana License will not excuse you from the testing process, or the consequences of testing positive for marijuana.

- Performing Firefighter Duties;

## **QUALIFICATIONS**

### **Education, Licensure, or Certification**

- EMT Basic
- Firefighter 1
- Vehicle Extrication
- 1 year minimum entry requirements of Firefighter 1, EMT and Vehicle Extrication
- Fire Officer, Leadership courses

### **Experience, Specialized Knowledge, and Other Requirements**

- Operation of Fire and Emergency Medical Services tools and equipment
- Requires employee to be on-call as needed

### **Knowledge, Skills and Abilities – With or without accommodations**

#### *Knowledge*

- Knowledge of City and NFPA codes and have the ability to enforce those codes
- Swift Water Rescue
- Ropes Rescue

#### *Physical*

- Ability to perform work requiring good physical condition.
- Ability to lift and move up to 125 pounds
- Ability to work in high heat and cold environments.
- Has normal eyesight and depth perception, with or without correction
- Hears normal tones, with or without correction

#### *Cognitive*

- Ability to establish and maintain effective working relationships with other employee's, supervisors, other agencies and the public.

The physical and cognitive 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.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works outside in high heat and extreme cold weather conditions. A stressful work environment that could place the person in hazardous conditions. Personal protective equipment shall be provided by the City and shall be worn when required.

## **SUMMARY**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand my duties described above, and I am aware my position is classified as a Safety Sensitive position and I am subject to Random Drug Screening.

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Employee

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Date