



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Procedures

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Fire Department Organization</b>
<b>Subject:</b>	<b>1121 – Job Description Call Captain</b>
<b>Revision Date:</b>	<b>8/1/2019</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### QUALIFICATIONS:

- Must hold and maintain a valid Driver’s license.
- Active participation in the Call or Per-diem programs.
- Interior Structural Firefighter certification; NFPA Firefighter II preferred.
- Successful completion of a state certified AVOC/EVOC class.
- Minimum of 6 years firefighting experience with at least 2 years of experience as a lieutenant preferred.
- Local Scarborough, or Pro-Board Fire Officer Certification.

**REPORTS TO:** District Chief of Call Force Operations

**ASSIGNMENTS:** Call Force / Students & Explorers / Special Operations

#### NATURE OF WORK:

This is a skilled part-time supervisory/leadership position in firefighting, EMS, and emergency service delivery organization. This position requires the employee to supervise and oversee subordinate officers and firefighter/EMT’s as they respond to a wide range of medical, traumatic, and fire suppression-related emergencies. The person filling this position must be mature, honest, compassionate, able to work well with others, and be willing and able to interact positively with the public. The candidate must be prepared to respond to emergency EMS and fire calls in all types of weather, day or night. Due to the geography of the community the candidate must be prepared for emergencies on/in the ocean, highways, residential neighborhoods, industrial areas, as well as agricultural settings.

The person filling this position is responsible for the completion of operational and administrative assigned duties in support of the organizational mission, through the work of subordinate officers. Examples include but are not limited to; station duties, equipment and apparatus maintenance, disinfecting and cleaning of equipment, public education, training, professional development, and completion of required reports and written correspondence. The person serving in this position is responsible for the management, supervision, and oversight of assigned subordinate officers and firefighter/EMT’s.

**ILLUSTRATIVE EXAMPLES OF WORK REQUIREMENTS:**

- A. Depending on specific assignment, Call Captains are expected to manage and lead subordinate officers and firefighter/EMT's of the call force during emergency scene operations as well as training and administrative functions.
- B. The Call Captain is responsible for the safety, well-being, and fair treatment of fire department members including subordinate officers under their command.
- C. The Call Captain is required to respond to emergency incidents and work with in the Incident Command System to provide supervision, coordination, and provide EMS or suppression assistance as necessary.
- D. The Call Captain is entrusted to ensure that incident command principals are effectively used in emergency operations, as well as adherence to Departmental rules, Standard Operating Procedures, and State/Federal regulations.
- E. The Call Captain is responsible to mentor, train, lead and manage subordinate officers in the fulfillment of their assigned duties. The Call Captain shall hold said subordinate officers accountable for satisfactory completion of assigned duties and standards of performance.
- F. The Call Captain promotes and fosters harmony, morale, safe working conditions, and a positive attitude within the department.
- G. The Call Captain assures call force members meet their mandatory training & compliance requirements, are trained, mentored, active, and perform their job functions satisfactorily through the work and actions of subordinate officers.
- H. The Call Captain conducts personnel evaluations, administers progressive discipline, through coaching and counseling, and serves counseling/corrective memorandums when required to correct behaviors and performance.
- I. Attend and participate in department meetings and training sessions.
- J. Other duties and projects as assigned by the Fire Chief or his designee.

**COMPENSATION:**

This position is covered under a wage scale as outlined in the department's non-union pay plan. In addition to hourly wages earned responding to emergency calls and authorized training, Call Captains are eligible for pay for administrative hours actually worked when not otherwise being compensated for emergency response or scheduled per-diem work. The Fire Chief reserves the right to limit the number of eligible hours of administrative pay per assigned position per month.

**TERM:**

Appointments of Call Captains are for a period of three years.