

CITY OF GRANDE PRAIRIE JOB DESCRIPTION

A. IDENTIFICATION:

POSITION TITLE: Platoon Captain
DEPARTMENT: Fire
SUPERVISOR: Deputy Fire Chief
SUPERVISES: Lieutenants
CLASSIFICATIONS: Fire Officer

B. PURPOSE:

The primary responsibility of the Platoon Captain is the emergency preparedness of his/her Platoon. The Platoon Captain is an emergency responder who is responsible for the command and overall safety and supervision of fire suppression personnel at all fire stations unless relieved by a Senior Fire Officer. In emergencies, the Platoon Captain is in command of a Platoon or several companies unless relieved by a Senior Officer.

The Platoon Captain is responsible and accountable for clear communication to platoon personnel, the overall supervision of platoon personnel and platoon program results. The Platoon Captain is also responsible for leading department-wide emergency operations program areas as assigned by Fire Administration.

C. DUTIES AND RESPONSIBILITIES:

1. The employee is responsible and accountable for knowing and working in accordance with the department's Health & Safety Policy. The employee must work in such a way as not to endanger himself/herself, fellow employees of the public.
2. Provides Health & Safety program leadership for the Platoon and all work areas including emergency incidents and Critical Incident Stress Debriefing.
3. Co-ordinates safety inspections and actively participates in all aspects of the safety program. Leads investigations, ensures follow-up and documentation is completed.
4. The Platoon Captain will assume command at incidents where appropriate. The Platoon Captain will lead the initial investigation at emergency incidents. When not serving as Fireground Commander, the Platoon Captain will act as an Assistant to the Fireground Commander or shall serve as a Sector Officer.
5. Is responsible for management of all Platoon Programs and quality assurance of all fire suppression activities/operations, routine orders, policies and procedures to ensure that department standards are met.
6. Completes reports, documentation, records, and analytical reports on operational subjects.
7. Provide the vital link for accurate and effective communications between Fire Administration and employees.
8. Co-ordinates manning levels.
9. Conducts evaluations and performance appraisals of Lieutenants. Comments on all Firefighter evaluations and ensures evaluations and performance appraisals are of quality and are completed in a timely fashion.
10. Prepares media releases and provide media interviews in accordance with Department Policies.
11. During the scheduled absence of the Fire Chief and Deputy Fire Chief(s), the Platoon or Acting Platoon Captain shall assume the duties and responsibilities of Acting Senior Officer, as it relates to activation of and participation in the Emergency Operations Centre for major incidents. In the event of such occurrence it is the responsibility of the Acting Senior Officer to notify Senior Staff. It is understood that the Platoon Captain does not assume all of the responsibilities of the Fire Chief nor the Deputy Chief(s) when they are absent. As the Acting Senior Officer, he/she has the added duty and responsibility to provide direction and assistance to

all Fire Department employees as the need arises or upon request. An employee will not lose any rights nor benefits as specified in the Collective Agreement, while in the Acting Senior Officer position.

12. Be available for emergency call back to perform duties for which he/she is qualified.
13. Attend and participate in appropriate job and career related training and educational events as well as appropriate department related planning and informational meetings.
14. Maintains proficiency in the operation of all necessary technology to fulfill job requirements.
15. May participate on Department Committees.
16. Actively participates in City of Grande Prairie Individual Performance Plans and reviews. Meets department standards of performance.
17. Supports the department Business Plan within the scope of the employee's job description and as provided for in the Career Development Agreement.
18. Performs such other tasks necessary to maintain the continuity of the Fire Department within the scope of the employee's job.

D. QUALIFICATIONS:**MINIMUM QUALIFICATIONS (Required to apply for this position)**

- Minimum nine (9) years as a Firefighter and/or Officer.
- NFPA 1021 (Fire Officer Professional Qualifications) - Level II.
- NFPA 1041 (Fire Service Instructor Professional Qualifications) - Level I
- NFPA 472 (Professional Competence of Responders to Hazardous Material Incidents) – Incident Command.
- City of Grande Prairie approved Leadership Training Certificate.
- City of Grande Prairie approved Leadership for Safety Excellence Training Certificate.
- Restricted aeronautical radio operator's license
- Valid Class 3 driver's license with Q endorsement. Airside vehicle operator permit (AVOP).
- Emergency Medical Responder Certificate / ACOP **or** Standard First Aid
- CPR Level "C"
- Recognized defensive driving course
- Meets the requirements of the City of Grande Prairie Health & Safety Program Training.

FULL QUALIFICATIONS (To be attained through Individual Performance Plans)

- Safety Codes Officer Certification – Investigator Level I.
- City of Grande Prairie approved Advanced Leadership Training Certificate.