

**FORT LUPTON FIRE PROTECTION DISTRICT  
1121 Denver Avenue  
Fort Lupton, Colorado 80621**

**POSITION DESCRIPTION**

**POSITION:** SHIFT CAPTAIN

**STATUS:** FULL-TIME; EXEMPT

**EMPLOYMENT STATUS:** AT-WILL

**WORK HOURS:** 24-HOUR SHIFT/56 HOUR WORK WEEK  
ROTATING SCHEDULE. THIS MAY INCLUDE  
WORKING A 48 HOURS ON 96 HOURS OFF SHIFT  
AND AS NEEDED TO SATISFACTORILY  
PERFORM THE DUTIES OF THE POSITION. THE  
WORK SCHEDULE IS SUBJECT TO CHANGE  
BASED UPON THE NEEDS OF THE DISTRICT

**SALARY RANGE:** \$90,000.00 ANNUALLY To \$109,300.00 ANNUALLY

CAPT Grade I \$90,000

CAPT Grade II \$94,500

CAPT Grade III \$99,225

CAPT Grade IV \$104,186.26

CAPT Grade V \$109,395.56

**EFFECTIVE DATE:** JANUARY 2020

This position description is established by the Fort Lupton Fire Protection District ("District") to outline the basic requirements, duties, and general responsibilities of the Shift Captain position. This position is "at-will," which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

**Summary of Position:** The Shift Captain is responsible for many aspects of the day-to-day administration, operation, and supervision of the District and station operations. The Shift Captain is expected to exercise discretion and independent judgment in all his or her duties. The Shift Captain requires skills and knowledge in managing employees, being a good leader, organization, and combating, extinguishing, preventing fires, and mitigating other types of emergencies effectively and safely. When necessary, the Shift Captain may be required to direct the District's fire ground and complex emergency operations.

**Chain of Command:** The Shift Captain reports directly to the Fire Chief. During emergency and other district operations, the position may report to a Volunteer Officer of higher rank.

**Supervision Exercised:** The Shift Captain shall supervise Lieutenants and firefighters during emergency operations, fire prevention, training, and other district activities.

**Essential Duties and Responsibilities:** This description is illustrative only and not intended to be all-inclusive.

1. Exercises discretion and independent judgment with respect to matters of significance including, but not limited to, operations, fire prevention, training, safety, and health; government relations; compliance with Federal, State and local laws and ordinances; quality control; personnel management; budgeting and accounting.
2. Must demonstrate strong administrative skills related to documentation, human resources, legal matters related to the fire service, worker's compensation reporting, records management, grant writing, strong analytical and problem-solving skills, including the ability to collect, integrate, analyze, and use data and information to compare and evaluate possible actions or courses of conduct based upon the data.
3. Experience in the delivery of emergency medical and transport services.
4. Prepares and oversees budgetary accounts related to the purchase of equipment, training, clothing, and other materials as required.
5. Coordinates, assists, presents, and supervises instructors in presenting quality-training opportunities.
6. Completes, reviews, and maintains accurate records and documentation related to the District including but not limited to medical reports, training records, time sheets, and call reports. This includes computer entry and organization of records as required.
7. Assists in the recruitment and interviewing of potential firefighter recruits.
8. Completes annual performance evaluations on all personnel under his/her supervision.
9. Handles the scheduling and leave requests of line firefighters and ensures minimum staffing for each shift.
10. Assists the maintenance District in areas of light maintenance and cleaning, as required regarding facilities/grounds, equipment, and apparatus.
11. Completes special projects, as required, including non-incident related projects that will have completion deadlines and standards.
12. Maintains positive, effective working relationships with District volunteers and employees, supervisors, the Board, the public, and other agencies, such as police,

ambulance, Division of Fire Safety, City Government, community groups, and other professional service providers.

13. Completes pre-fire planning reports.
14. Assists Fire Prevention Bureau with the fire prevention program and inspections.
15. Responds to, and supervises, emergency and non-emergency alarms, as required and may serve as the Incident Commander when necessary until the arrival of higher-ranking command personnel.
16. Attends community meetings, as required.
17. Effectively delivers presentations and information to diverse groups.
18. Screen, answer, and return time sensitive phone calls while managing calendars, which requires strong organizational and scheduling skills.
19. Operates equipment related to the fire service, including but not limited to, fire hoses; nozzles; air packs; various tools; fire extinguishers; fans; ropes; ladders; extrication equipment; emergency medical equipment; AED; oxygen bottles; suction units; spine boards; cervical collars; and ambulance cots. Must also be able to use VCR, slide projectors, computers, sound systems, and other audio-visual devices to present training materials.
20. Positively and effectively work within a team environment and shared decision-making process.
21. Consistently and correctly apply the District's rules, policies and procedures.
22. Timely prepares complete and accurate District reports and other records.
23. Presents a professional image of the District at all times.
24. Evaluates, imposes corrective actions, and recommends discipline, with respect to District employees and volunteers under his or her supervision.
25. Makes recommendations to Fire Chief regarding hiring, promotion, disciplinary action, termination and other terms and conditions of employment of personnel under his or her supervision.
26. Perform such other duties as may be prescribed by the Fire Chief.

### **Working Environment/Physical Requirements:**

This position requires work in a variety of locations and conditions, including fire station, living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical, and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment or in training facilities; however, in emergency situations, the Shift Captain may be required to perform the duties of a Firefighter/EMT.
2. Strenuous physical activity under extreme adverse conditions may be required periodically.
3. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently.
4. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching overhead, reaching away from body, and repetitive motion.

5. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
6. Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
7. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists, and dusts.
8. Work may result in exposure to air or blood borne infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
9. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
10. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception, and color vision.
11. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job
12. This position will involve periods of high physical, mental, and/or emotional stress.

**Minimum Qualifications and Required Certifications:**

1. Minimum 5 years documented experience in working with volunteers or in a combination Fire Department and in the delivery of emergency medical services.
2. Minimum of 2 years documented experience as a Fire Department supervisor in a command role as Lieutenant or higher position.
3. Prior training classes in leadership or Company Officer level courses.
4. Successfully meet all requirements for the position upon conditional offer of employment, including, but not limited to, a drug and alcohol test and background check.
5. Must be at least 21 years of age at the time of appointment to this rank.
6. Demographic and operational knowledge of the Fire District.
7. Or, a combination of education, experience, certifications, and training which clearly demonstrates the candidate's ability to perform the essential functions of the position.

**The Shift Captain shall possess and maintain the following licenses and certifications:**

1. Valid Colorado Driver's License with a safe driving record.
2. High School Diploma or GED. Bachelor's Degree preferred.
3. Colorado State Fire Instructor I/IFSAC certification required at the time of hire.
4. Colorado State/IFSAC Fire Officer I required at the time of hire. Fire Officer II preferred.
5. Current State of Colorado Proctor Certification preferred.
6. Current State of Colorado/National Registry Emergency Medical Technician-B.
7. Current State of Colorado Hazardous Materials Operations Certification.
8. NIMS 100/200/700.
9. Valid CPR card or ability to obtain within 12 months of hire.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_