

Chief: TJ Larson
Asst. Chief: Andy Weston



4132 W. 2200 N.
Plain City, Utah 84404
(801)731-4908

CAPTAIN - Fire Department

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.731.4908, or contact Relay Utah at 711 or 888.735.5906.

Promotional Pre-Requisites: One year or greater of experience with the Plain City Fire Department (preferred) or another fire/EMS agency at the time of application deadline.

Current certification preferences include: A Utah State Emergency Medical Technician or Paramedic; a Utah/National Fire Protection Association (NFPA) Fire Officer 1; a Utah/NFPA Fire Instructor 1; a Utah/NFPA Fire Inspector 1; a Utah/NFPA Hazardous Materials First Responder - Operations, a Utah/NFPA Firefighter II; and have ADO-P and ADO-A certification.

Pre-requisites will be verified by administration before the candidate is permitted to participate in the Captains process.

Experience and Training Guidelines: One year or more of municipal fire operation experience with Plain City Fire Department (or other agency) as a firefighter. Must have a valid Utah driver's license, CPR certificate and the ability to obtain the following certifications within one year: Emergency Medical Technician or Paramedic certificate, Firefighter I (1) and II (2) certificates, Hazardous Materials First Responder – Awareness and Operations level certificates within one year of hiring.

Knowledge Of: Principles, practices and procedures of modern firefighting, fire prevention, advanced emergency medical services, hazardous materials, and emergency rescue services; rules, regulations, and operational procedures of the Fire Department; principles and practices of leadership, supervision, training, and team building; principles, practices, and procedures of the National Fire Academy's Model Incident Command System; a variety of emergency incident management models; and various emergency operating plans affecting the city; local geography, including the location of water supplies and the major fire hazards of the City; modern office practices, procedures, methods, and equipment such as computers; Federal, State, and Local laws, codes, ordinances, and regulations that govern the activities of the Fire Department.

Ability To: Take control of and direct a variety of emergent and non-emergent service activities related to fire incidents, emergency medical incidents, hazardous materials incidents, rescue incidents, fire prevention, public events and education, and community disaster preparedness; practice effective time management and coordinate activities with other work groups; communicate clearly and concisely, both orally and in writing; accurately record the activities of assigned staff using the accepted journals, reports, forms, and rolls of the Fire Department. Obtain and maintain further NFPA Fire Certifications underwritten by the Utah Fire Service Certification Council; attend courses, training seminars, and project/work group meetings as determined and assigned by administrative officers.

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Establish and maintain a work environment that is free of discrimination and inter-personnel hostility; be an example to assigned staff through adherence to the policies and procedures of the Fire Department and City; lead, supervise, train, evaluate, and instill/administer discipline to assigned staff; assess, set performance objectives, and motivate assigned staff and/or workgroup. Develop, instruct, and lead training sessions and courses; meet the emergency medical technician certification and recertification requirements prescribed by the State of Utah; meet the various N.F.P.A. certification and recertification requirements prescribed by the State of Utah.

Establish and maintain physical condition to perform essential duties as specified by firefighter certifications and departmental policies as are appropriate to the performance of assigned duties and responsibilities. These duties may include: work in an emergency environment; work in intense life threatening conditions, such as exposure to fire, smoke, bodily fluids, and noise; performing heavy lifting and physical maneuvering which may include running, walking, sitting, crouching, crawling, moving equipment, moving injured/deceased persons, climbing stairs/ladders; and operating assigned equipment and vehicles. All these duties may have to be performed for extended periods of time. Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, operating assigned equipment and vehicles.

Maintain mental capacity that allows the capability of exercising sound judgment and rational thinking under all circumstances, evaluating various options and alternatives and choose an appropriate and reasonable course of action, demonstrating intellectual capabilities during training and testing processes.

Effectively deal with personal danger and hazards when exposed to: fire encompassed surroundings, toxic environments, dangerous persons, and dangerous animals, emergency driving, working in and near traffic, natural and manmade disasters including severe weather conditions.

Work a variety of work schedules, both planned and unplanned, that meets the needs of the city and fire department. Do research for, prepare, and recommend budget proposals for assigned areas of responsibilities.

Essential Functions: Provide staff assistance to higher-level administrative staff. Receives direction from a Fire Shift Commander, peer project coordinators, or higher-level administrative staff. Exercises constant direct supervision over assigned staff and work groups. Plan, prioritize, assign, supervise and review the work of a fire company and/or assigned work group responsible for providing services of modern firefighting, fire prevention, advanced emergency medical, hazardous materials, and emergency rescue; recommend, form, and assist in the implementation of personal and organizational goals and objectives; participate in setting and monitoring employee performance objectives; prepare employee performance evaluations and objectives; provide assistance to personnel under stress due to activities related to employment as a firefighter; ensure employee development and mentorship, provide or coordinate staff training; provide a work environment to effect positive change in assigned staff; implement appropriate discipline, identify the training needs

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of assigned staff to increase effectiveness in the delivery of the services of the Fire Department establish and coordinate schedules and methods for providing effective programs in fire and injury prevention, fire operations, and emergency medical services; develop and implement policies and procedures; participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures; direct operations of firefighting, medical, and HAZMAT incidents until relieved by a superior officer, using the organizationally accepted Incident Management System; respond to alarms as incident commander; assume responsibility for the supervision, performance, and safety of assigned staff; supervise and assist in rendering services at emergency incidents; analyze and take command of patient care at emergency medical incidents; assist in coordinating the cleaning, maintenance, and repair of equipment, vehicles, buildings, and grounds that are assigned to the Fire Department; assist in maintaining supply inventories. participate in all duties and assignments of assigned staff; respond to all calls for service encompassed within the services provided by the Fire Department; prepare accurate and detailed reports, forms, and recommendations; assist other management staff in maintaining and improving upon the operation of the Department; perform a wide variety of general staff work as assigned; work in a variety of duty schedules and position assignments as qualified for; may assume the responsibilities of the Shift Commander in his/her absence if assigned by the Fire Department Administration. Perform related duties and responsibilities as required.

Motor Vehicle Report: Motor Vehicle Report (MVR) will be obtained by the city at time of consideration for promotion.

Salary Range: Fire Captain pay depends on experience and certifications.

WE ARE A DRUG FREE WORKPLACE AA/EOE/ADAAA

Interviews and Testing

Oral interviews and testing will be held on Friday **November 15, 2019**. Fire Administration will contact each candidate to schedule all portions of the assessment process.

Assessment Center Procedures: Candidates will be ranked on the eligibility list based upon the following criteria:

- Written Examination (20%)
 - Written Assignment (20%)
 - Leadership Scenario (20%)
 - Tactical Scenario (20%)
 - Oral Resume and Interview Panel Assessment (20%)
- Total Score: Maximum 100

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Testing Components

- 1. Written Test:** the candidate will be required to answer a 100 question test designed to measure the knowledge of Fire Fighting Practices, Fire Officer responsibilities and Departmental policies and procedures.
- 2. Tactical Scenario:** The tactical scenario will consist of a situational role-play of a Company Officer's arrival at a multi-company incident in compliance with CTC and department guidelines.
- 3. Written Assessment:** The candidate will be required to complete a NFIRS report following the Tactical Scenario that complies with department standards and State Fire Reporting criteria.
- 4. Leadership Assessment:** The Leadership Component is an exercise that requires critical thought to solve a department or personnel related problem.
- 5. The Oral Assessment (10%) and Panel Interview (10%) :** The Oral Assessment will consist of the following: The candidate will have 10 minutes to provide an Oral Resume to the interview panel. The Oral Resume portion should include all the applicable information that allows the candidate to be qualified and serve as the best candidate for the Captain Position. Following the Oral Resume, the Candidate will sit for the Panel Interview. The interview component consists of questions designed to evaluate critical thought, leadership and teamwork.

NO ELECTRONIC DEVICES OR JOB AIDS WILL BE ALLOWED IN ANY PORTION OF THE ASSESSMENT PROCESS.

Candidate Application Procedure: On-line applications will be accepted a <https://www.plaincityutah.org> until **Friday November 8, 2019**. If you do not have access to a computer, you may come to the Plain City office located at 4160 W 2200 N, Plain City, UT 84404 between the hours of 8:00 am to 5:00 pm Monday through Thursday or Friday from 8:00 am to 12:00 pm. Late applications **will not** be accepted.