	<p>Policies, Procedures and Standard Operating Guidelines Manual</p> <p>Career Captain</p>	<p>Page 1 of 6 Document ID: SOG # 303.08 Issue No: 1 Issued 10/26/2020 Reviewed 01/19/2021 Approved by: District Fire Chief Board of Fire Commissioners</p>
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1. Purpose and Scope

1.1 The position of Captain shall be used to provide management of Fire District activities for the Mantua Township Fire District. Duties include developing and maintaining a training schedule, issuing required personal protective and other equipment, overseeing apparatus maintenance and checks, operational responsibilities and administrative duties as related to Fire District. The position will report to the Deputy Chief or District Chief, whomever is the next highest rank.


2. Term

2.1 The District Captain shall be appointed by a committee consisting of the District Chief and representatives of the Board of Fire Commissioners. The appointment will be a career appointment.

3. Duties

3.1 Key responsibilities include the following:


- 3.1.1 Maintains timely communication with the Deputy Chief and District Chief regarding all Department matters.
- 3.1.2 Supervising, regulating, and managing the Department in the absence of the District Chief or Deputy Chief.
- 3.1.3 Supervises the deployment of personnel during emergency assignments.
- 3.1.4 Enforces the memos, general orders, policies, procedures, and Standard Operating Guidelines (SOG's) to inform, instruct, or direct Department activities.
- 3.1.5 Ensures compliance with all departmental, local, county, state and federal rules and regulations.
- 3.1.6 Understands all mutual aid plans and participation in task force assignments.
- 3.1.7 Participates in department training programs to ensure compliance with applicable regulations and recommends training courses for department personnel.
- 3.1.9 Enforces disciplinary actions equitably as per established guidelines.
- 3.1.10 Monitors Station personnel for any problems or issues so that timely follow-up of the proper resources can be obtained.
- 3.1.11 Prepares all reports (NFIRS, apparatus, drills, etc.) to initiate appropriate follow-up.
- 3.1.12 Prepares and submits annual budget recommendations to the District Chief including information on equipment that requires capital expenditures for budget consideration.
- 3.1.13 Will be required to learn to utilize various types of electronic and/or information systems used by Department.
- 3.1.14 Training Supervisor:
 - 3.1.14.1 Will be required to develop and maintain a Training Schedule to be followed by all members of the department.

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3.1.14.2 Will be required to instruct training on shift for all members of the department in attendance. Will be required to instruct training in their field of superiority.


4. Requirements

- 4.1 Graduation from high school, vocational high school, or possession of an approved high school equivalency certificate.
- 4.2 Five (5) years of employment with the Mantua Township Fire District
- 4.3 Required Training:
 - 4.3.1 Firefighter 2
 - 4.3.2 Fire Inspector
 - 4.3.3 Fire Official
 - 4.3.4 Fire Investigator
 - 4.3.4 IMS Level 3
 - 4.3.5 Extrication 1 & 2
 - 4.3.6 Fire Officer 2
 - 4.3.7 Fire Instructor Level 2
 - 4.3.8 RIC Awareness & RIC Operations
- 4.4 A driver's license valid in New Jersey is necessary to perform the essential duties of the position.
- 4.6 Knowledge, abilities and Job Performance Requirements as follows:
 - 4.6.1 Current on technical issues, ideas and technology relating to the fire service.
 - 4.6.2 Supervisory techniques that support effective individual and team performance in a variety of work situations.
- 4.7 Must be able to efficiently operate all equipment in the Mantua Township Fire District, as well as understand the following concepts:
 - 4.7.1 Familiarity with all aspects of emergency services including fire suppression, prevention, Hazmat, rescue, confined space, and various other special operations.
 - 4.7.2 National Incident Management System (NIMS), including current legislation.
 - 4.7.3 Fire behavior and characteristics (e.g., fire spread and growth -- radiation, convection, and conduction; characteristics of burning material; effects of fire or water on utilities; characteristics of smoke -- color, intensity,

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volume, odor, etc.)

- 4.7.4 Building construction (e.g., collapse potential and characteristics, the results of water weight and fire damage on walls, floors, roof, shelving, equipment, merchandise, etc., structure design, construction, and construction materials and their effect on fire behavior, safety considerations dealing with structure design, construction, and construction materials and their effect on fire, fire load, etc.)
- 4.7.5 Ability to draw conclusions from a body of facts.
- 4.7.6 Flexible and ability to adapt to changing requirements.
- 4.7.7 Interpret written reports (NFIRS, Division reports, etc.).
- 4.7.8 Interview individuals to obtain accurate and complete information.
- 4.7.9 Document activities, events in writing (e.g., Department report, journal).
- 4.7.10 Evaluate incidents which might lead to discipline or additional training.
- 4.7.11 Understand financial information (e.g., statements, reports, contractual agreements).
- 4.7.12 Recognize subordinates' performance deficiencies.
- 4.7.13 Prioritize activities and assignments.
- 4.7.14 Recognize subordinates' performance capabilities.
- 4.7.15 Ability to delegate.
- 4.7.16 Set administrative goals for department.
- 4.7.17 Provide constructive criticism in a positive manner.
- 4.7.18 Match assignments with abilities of subordinates.
- 4.7.19 Resolves disputes among subordinates, and between self and others.
- 4.7.20 Recognize when a subordinate or co-worker is behaving in an unusual (atypical) manner.
- 4.7.21 Set performance goals for subordinates.
- 4.7.22 Respond in a sensitive manner to emotionally distraught individuals.
- 4.7.23 Give oral orders, instructions, and directions clearly and concisely.
- 4.7.24 Recognize hazardous or dangerous conditions, actions, or situations.
- 4.7.25 Ability to formulate a plan of action in an emergency.
- 4.7.26 Recognize the significance of the sensory cues on the fireground (e.g., smoke, flames, sounds, odors, etc.)
- 4.7.27 Anticipate changing circumstances conditions and outcomes in an

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emergency.

- 4.7.28 Ability to make command decisions quickly.
- 4.7.29 Interact with citizens in a respectful manner.
- 4.7.30 Utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- 4.7.31 Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.