



Town of Wytheville

Job Title:	Shift Captain	FLSA Status	NON-EXEMPT
Department/Group:	Fire & EMS Department	Job Code/ Req#:	
Location:	Wytheville, Virginia	Travel Required:	Minimal
Level/Salary Range:	\$50,000 DOQ	Position Type:	Full Time
HR Contact:	Sheri Shelton	Date Posted:	
Retirement	VRS+Hazard	Posting Expires:	
Drug Screen/Physical	Yes/Yes		

Applications Accepted By:

FAX OR EMAIL:

MAIL:

Sheri Shelton
 Town of Wytheville
 150 East Monroe Street
 Wytheville, VA. 24382

Job Description

ROLE AND RESPONSIBILITIES

The role of the Shift Captain is to assist in planning, directing, and implementing the activities and operations of the Fire & EMS Department, including but not limited to fire suppression, hazardous material mitigation, fire prevention, public education, incident command, and personnel support. To manage all personnel on the shift as pertaining to training, operational readiness, staffing, pre-planning, and education.

Shift Captain is a blended supervisory and management position that plans, assigns, and evaluates the work of subordinates and is responsible for the accomplishment of departmental work, goals, projects, and assignments as determined by the Chief.

Receives general direction from the Fire Chief, Assistant Chief, and/or Battalion Chief.

- Plans, organizes, directs, and controls work activities of personnel assigned to a given shift and/or station.
- Participate in the development and management of the Department's Strategic Plan.
- Conducts pre-incident surveys of risks in the town, records required information, and conducts follow-up as required.
- Maintain staffing for the shift and assure the oncoming shift is adequately staffed.
- Respond to major emergencies and assume an appropriate role within the Incident Command System.



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- Schedules and supervises the daily assignments of department personnel, including training, equipment checks, and station maintenance.
- Other related duties as deemed fit.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

5 years of increasingly responsible command and supervisory experience in an organized Fire/EMS Department

Certifications (minimum): EMT, FF2, Officer 1, Instructor 1, EVOC, ICS 100, 200, 700, 800

High School Diploma

PREFERRED SKILLS

Officer 2, ICS 300, 400, Instructor 2, and Paramedic

ADDITIONAL NOTES

Experience with combination departments preferred

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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JOB OPENING SHIFT CAPTAIN-FIRE & RESCUE

Applications will be received by the Human Resources Manager of the Town of Wytheville,
For the position of FULL-TIME Shift Captain-Fire & Rescue Department.

Desired Qualifications: The successful candidate should have a minimum of 5 years of increasing responsibility within a Fire & EMS Department, High School Diploma or GED, Virginia Department of Fire Programs Firefighter I, II, Officer 1, Instructor I, ICS 100, 200, 700, 800, **AND/OR** Virginia Department of EMS Paramedic (preferred), **AND/OR** Intermediate, **AND/OR** Basic. Considerable knowledge of modern fire suppression and prevention, as well as advanced EMS patient care; working knowledge of applicable laws, ordinances, department standard operating guidelines, and regulations. Ability to perform work requiring good physical condition; ability to communicate effectively both verbally and in writing; ability to lead effectively under highly stressful situations. **Salary Range starts at \$50,000 DEPENDING ON QUALIFICATIONS.**

EXTERNAL APPLICANTS: Application packets must include a completed and signed application, cover letter, resume, three letters of reference, and a signed/witnessed Understanding of Employment Form to HR Department

INTERNAL APPLICANTS: Letter of interest must be turned in to the HR Department with an updated resume.

The Human Resources Department is located at the Town Municipal Building at 150 E. Monroe Street and is open from 8 am to 5 pm Monday through Friday. Applications will be received until the position is filled.

THE TOWN OF WYTHEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.