



*Steese Volunteer Fire Department, Inc.*  
800 William C Leary Lane  
Fairbanks, Alaska 99712  
Phone: (907) 457-3710 Fax: (907) 457-1512

Opening Date: May 6, 2022  
Closing Date: June 17, 2022 at 1700  
Position Open: 1 (one)  
Position Title: Captain, fulltime paid  
Wage: \$60,931.00 - \$68,068.00 + Benefits (including health, dental, vision, life insurance, retirement 401K with 9% match)

**Application Packet Requirements:**

1. Completed Application (downloaded from [www.steesefire.org](http://www.steesefire.org))
2. Resume
3. Copies of all required certifications
4. Copy of driving record
5. Copy of criminal history record
6. Answers to applicant questionnaire

**JOB SUMMARY:**

This is a non-exempt position reporting directly to the Deputy Chief or designee. The position provides initial response to fire, ems, rescue, and hazardous materials in the Steese Fire and EMS Service areas, and establishes Command of the incident until relieved by a superior officer. Performs daily fire department business, facility & equipment maintenance, and equipment checks. The position requires attendance at all weekly and assigned training classes and participates as an instructor. The Captain must become certified to drive all fire department apparatus, be certified to perform Firefighting duties at the level of Firefighter II and be authorized by the department to function at an EMT III-Advanced level under the standing orders of the department physician sponsor and Fairbanks North Star Borough. This is a supervisory position for operational and educational issues and includes management, leadership, and training responsibilities for all assigned personnel. Captains may also function as Acting Battalion Chiefs. The position calls for working a rotating 48-hour shift, 96 hours off or 8 hours per day/ 40 hours per week schedule.

**RESPONSIBILITIES:**

- Primary duties shall encompass leadership skills used in serving the members of this organization by mentoring, teaching, equipping, and encouraging those individuals assigned to each Captain.
- This position performs emergency firefighting activities to include but not limited to apparatus driving, interior attack, wildland firefighting, rescue operations, motor vehicle extrication, and hazardous materials operations.

“Lead by Serving”



## *Steese Volunteer Fire Department, Inc.*

*800 William C Leary Lane*

*Fairbanks, Alaska 99712*

*Phone: (907) 457-3710 Fax: (907) 457-1512*

- 
- Provides safe initial response of appropriate fire apparatus and emergency scene activities.
- The Captain serves as Company Officer, or Driver/Operator when necessary, on initial response to all fire, rescue, and hazardous materials emergencies performs “On-Scene Reports” and acts as Incident Commander until relieved by a Chief Officer.
- The Captain serves as Lead Medic of the ambulance crew when necessary.
- The Captain shall ensure daily, and weekly vehicle checks, preventative maintenance on apparatus and ambulances are completed.
- The position shall initiate work orders for repairs to apparatus, facilities, and equipment that cannot be performed by them, accurately documenting conditions and discrepancies found.
- This position is responsible for the maintenance of stations and grounds to include: cleaning, stocking of supplies, mowing, plowing/shoveling, light repairs such as painting, etc., and other tasks as required to keep facilities clean, orderly and functional at all times.
- This position will be required to perform computer data entry of ANFIRS, EMS reports, training reports, PPE assigned to personnel, hose records, SCBA records, and other projects as assigned.
- This Captain regularly is involved with instruction of fire, rescue, and ems topics to serve the volunteers in meeting their needs with “check-off” procedures, task performances, and drivers training. The Captain will be assigned to assist instructors, prepare equipment, facilities, materials for training sessions and perform as an instructor in areas of during their assigned shift and department-wide training; participate in department fire prevention presentations, accident prevention, and community awareness programs as assigned.
- This position supervises volunteer personnel assigned to his/her shift and may occasionally supervise Steese VFD (i.e., summer hires) or community service workers. The Captain conducts crew assignments, the delegation of tasks, counseling of members not meeting department standards, and quality control.
- The Captain conducts annual performance evaluations of all personnel assigned to his/her shift.
- Ensures departments General Policies, Safety Policies, directives, and Dept. Operating Guidelines are followed.
- Serve as Battalion Chief, a minimum of two (2) evenings per month, when not assigned to a shift.
- This position may be called upon to perform duties outside of regularly scheduled work hours when department manning, critical incidents, or important department projects are in need.

*“Lead by Serving”*



## *Steese Volunteer Fire Department, Inc.*

*800 William C Leary Lane*

*Fairbanks, Alaska 99712*

*Phone: (907) 457-3710 Fax: (907) 457-1512*

- This position shall perform other duties as assigned by the Fire Chief or designee that assists in the daily operation and organization of the department.

### **MINIMUM QUALIFICATIONS:**

- Must be at least 19 years of age
- Have a minimum of Five (5) years' experience as a Firefighter, three (3) of which are at an Officer level or equivalent.
- Physically fit to perform fire ground duties/task performances to include entry into structure fires. Department physical agility test must be passed annually
- Current valid Alaska Driver's License & be insurable under the Department's policy
- State of Alaska Fire Apparatus Driver/Pumper/Mobile Water Supply operator (FADO) Certification or the ability to obtain within 1 year of hiring date.
- State of Alaska or IFSAC Firefighter II
- Current State of Alaska or IFSAC Fire Instructor I
- State of Alaska or IFSAC Fire Officer I
- Current State of Alaska EMT III or AEMT with Paramedic preferred.
- Current HazMat Operations certificate
- I-100, I-200, I-700, I-800 certificates
- Must be certified to drive/operate all Steese VFD apparatus and vehicles within three months

### **PREFERRED QUALIFICATIONS:**

- Associates degree in municipal fire control or related field -Associates degree in paramedicine or related field
- Bachelor's Degree
- AHA BLS Instructor
- Rapid Intervention Technician certificate
- State of Alaska EMT Instructor

### **REQUIREMENTS TO PERFORM WORK:**

#### **Knowledge of:**

Safety principles and practices of fire suppression and prevention. The safe use and maintenance of firefighting equipment and apparatus. Knowledge of Departmental Policies, Procedures, and Guidelines. Familiar with local geography, cold weather operations, and resources of the fire service area. Knowledgeable of patient care in rural environments and off-road rescue operations.

**Ability to:** Operate all types of firefighting equipment and apparatus safely and to instruct others in such operations; establish and maintain positive and effective working relationships with the public, peer agencies, and other employees. Employee shall maintain physical fitness commensurate to the duties required to perform physical tasks of entry firefighting, EMS emergencies, and training duties.

**Skills:** Communication, both written and verbal forms; ability to read maps; observation; firefighting techniques; application of advanced life support procedures and CPR.



## *Steese Volunteer Fire Department, Inc.*

*800 William C Leary Lane*

*Fairbanks, Alaska 99712*

*Phone: (907) 457-3710 Fax: (907) 457-1512*

### **JOB CONTACTS:**

- Department Operations, Training, Administrative, and Support.
- General Public
- Steese Fire Service Commissioners
- FNSB Staff
- Other area emergency services organizations

### **TERMS OF EMPLOYMENT:**

1. The employee shall be required to maintain physical fitness commensurate to the demands of structural firefighting, EMS emergencies, and training duties.  
The individual must pass the department's physical agility test annually.
2. The employee shall be required to cultivate a positive attitude and work ethic with members of this organization while performing the duties of the position.
3. Yearly performance evaluations will take place. The employee shall meet the expectations of the job.
4. All members with Steese Area Volunteer Fire Department Inc., whether volunteer or paid, are **at-will**. The Fire Chief may dismiss your membership at any time, for any reason, with or without notice. There are no contracts for membership for either paid or volunteer personnel.
5. There is no probationary period for volunteer or paid positions within the Steese Volunteer Fire Department.



## *Steese Volunteer Fire Department, Inc.*

*800 William C Leary Lane*

*Fairbanks, Alaska 99712*

*Phone: (907) 457-3710 Fax: (907) 457-1512*

### Captain Applicant Questionnaire

These questions will give us a better idea of the level of your emergency response experience, your solution to challenges you have faced and your capabilities, that often an interview does not bring out in the individual.

Your answers to these questions are to be submitted along with your application. If you have any questions, please contact Deputy Fire Chief David Daniell at 907-457-5861.

---

1. Fire Experience  
Describe your fire experience on actual emergencies that you responded to and what tasks were you assigned (i.e., first in attack line on a structure fire, care fires, wildland fires, approximately how many working fire calls have you responded to, etc.)
2. EMS Experience  
Describe your EMS experience, and what tasks in the course of patient care have you performed. Have you operated as a Lead Medic on calls? What types and quantities of EMS calls have you responded on.
3. Instruction and Presentations  
What topics or courses have you trained other individuals on? What logistical challenges have you faced in preparation for your class? Have you trained or given presentations to audiences outside of your department?
4. Supervision  
Describe your supervisory experience. How many people did you oversee? What challenges did you encounter as a supervisor, and what were your solutions? What accomplishments did your group achieve through your oversight?
5. Leadership  
Describe how your leadership made a difference in others within your department.
6. Special Projects  
What special projects did you take the initiative to undertake, and what did you achieve? What programs have you been assigned and what changes did you make to enhance the program?
7. Preparation for the position  
What have you done to prepare yourself for a Captain's position in the fire service?
8. Accomplishments  
What are your top three accomplishments that enhanced the operations of your department? Expound on each.

*“Lead by Serving”*