

# NORTH LYON COUNTY FIRE PROTECTION DISTRICT

## CLASS SPECIFICATION



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**CLASS TITLE:** Captain  
**DIVISION:** Operations  
**PROBATION:** 12 Months

**FLSA:** Non-Exempt  
**REPORTS TO:** Battalion Chief  
**LAST REVISED:** 07/05/2026

### **SALARY RANGE**

See Collective Bargaining Agreement

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### **CLASSIFICATION DESCRIPTION SUMMARY**

Under the supervision of a Battalion Chief, the Fire Captain is responsible for planning, organizing, directing, coordinating, and supervising the activities of their assigned crew, including emergency response and mitigation, personnel management, fire prevention, and training. The Fire Captain is also responsible for performing, causing to be performed, or supervising routine assignments related to apparatus, equipment, and facility maintenance. The Fire Captain performs administrative duties related to supervising assigned staff during their shift. The Fire Captain demonstrates compassion, concern, understanding, and patience for all citizens in every situation encountered.

The Fire Captain position is a non-exempt management role that requires a high degree of discretion, independent judgment, self-motivation, and high ethical standards. The position requires all-risk emergency response, technical skills, and administrative leadership.

In the absence of a Battalion Chief, the Fire Captain may serve as the Battalion Chief to coordinate the Fire District's daily operations.

The Fire Captain may be assigned staff responsibilities in Fire Prevention, Fire/Medical Training, Wildland Program management, Fleet management, or other administrative functions. A Fire Captain assigned regular administrative duties may be assigned to work a 40-hour workweek.

### **ESSENTIAL FUNCTIONS**

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The duties listed below are examples of the work typically performed by an employee in this position. The Fire Captain duties may include, but are not limited to, the following:

- Supervises and directs the overall firefighting, rescue, overhaul, and salvage operations during an assigned shift in assigned area; calls for additional personnel and equipment as needed.
- Inspects vehicles and equipment for operational readiness; coordinates repair and/or replacement to ensure operational readiness.

- Responds to fire incidents; makes decisions about fire combat method; directs fire combat operations until relieved by a superior; supervises and participates in the laying of hose line, directing water streams, fogs or foam, placing ladders or snorkels, ventilating buildings, rescue of persons, and salvage operations.
- Inspects and directs proper maintenance of station; ensures security of facilities.
- Inspects personnel and maintains discipline.
- Documents and performs necessary follow-up on work-related injuries and exposures.
- Prepares and ensures timely and accurate maintenance of required reports.
- Assists in the coordination of required in-service drills and classes; conducts special drills and/or classes that may be necessary in addition to the training programs conducted by the Training Division.
- Supervises, directs, and coordinates assigned activities in assigned area/shift such as pre-fire planning inspections and hydrant testing.
- Evaluates and counsels assigned staff and reviews evaluation of all personnel assigned to section.
- May serve as a member of accident investigation committees and interview boards for employment or promotion.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

- Current methods, principles, techniques and practices applied to firefighting, fire behavior, hydraulics, fire inspection, natural or man-made disasters, operation and maintenance of firefighting equipment and working knowledge of fire extinguishing systems, fire prevention methods and fire safety, related fields and combat readiness;
- Principles and practices of first aid, including EMS training;
- Traffic laws, ordinance and regulations involving equipment operation and extensive knowledge of Federal, State and District regulations, procedures and fire codes;
- Hazards of chemical properties of a variety of materials and ability to recognize environmental and workplace hazards, and implement safeguards to prevent accidents or injury to employees or damage to District facilities and/or equipment;
- Current computer applications utilized by the District and utilized applications to perform and complete tasks and/or requirements of the job and ability to learn and apply new technologies and skills;
- Business letter writing, extensive report preparation, and principles and procedures of record keeping;
- Working knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, and PowerPoint.
- Modern office procedures, methods and equipment.

### **Skill in:**

- Effectively handle difficult or sensitive issues, using professionalism and an understanding of organizational culture;
- Interacting with others using tact, patience and courtesy;

- Coaching and encouraging employees to constantly seek improvement and provide mentoring;
- Using interpersonal and problem-solving skills, including anticipating, analyzing, diagnosing and resolving problems;
- Using initiative and independent judgment within established guidelines;
- Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups;

**Ability to:**

- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, fire codes, adopted ordinances and safety rules;
- Perform current EMS policies and procedures and their written location in effect in North Lyon Fire;
- Maintain confidentiality;
- Learn and possess working knowledge of geography and street locations of District response areas;
- Perform under considerable stress while confronted with emergency situations related to the job of a Fire Captain;
- Plan, assign, supervise, and review the work of assigned company;
- Maintain and establish effective and cooperative working relationships with District employees, public and public officials and to work effectively in a team environment;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Conduct themselves in a professional manner as defined by District policy;
- Carry out special and general assignments requiring organization and development of procedures without direct supervision;
- Effectively present information to moderate size groups;
- Complete comprehensive work assignments and meet deadlines;
- Communicate in English clearly, concisely, and effectively, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals;

## **SUPERVISORY RESPONSIBILITIES**

This is a mid-level management position involving the coordination and administration of activities, as well as the direct supervision of assigned staff.

## **EDUCATION/EXPERIENCE**

Required:

- High school diploma or equivalent AND at least three (3) years of full-time paid fire suppression and EMS experience.

Preferred:

- Associate degree in Fire Science or related field.

## **CERTIFICATES AND LICENSES**

Required at time of application:

- Valid Class A, B, or C driver's license required at time of application. If a non-commercial license is held, an F endorsement is required within 1 month of promotion/employment.
- Nevada State or National Registry Advanced Emergency Medical Technician Advanced (AEMT) or Paramedic certification is required.

- Nevada, IFSAC, or Pro Board Firefighter II
- Hazardous Materials Operations Certificate

Preferred at time of application and required before the completion of probation:

- Nevada, IFSAC, or Pro Board Fire Instructor I
- Nevada, IFSAC, or Pro Board Fire Officer I
- NWCG Engine Boss
- National Fire Academy - Incident Safety Officer, FEMA All Hazard Safety Officer.

Additional Desired Certificates, Licenses, and Registrations:

- Nevada, IFSAC, or Pro Board Fire Officer II
- Nevada, IFSAC, or Pro Board Fire Instructor II
- EMS Instructor Endorsement

## **PHYSICAL DEMANDS AND WORKING ENVIROMENT**

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The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing 58 pounds; use power driven tools; standing for extended periods of time, stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

## **Supplemental Information**

Candidates successfully passing the exam process will be placed on a list to fill immediate and future vacancies based on their District's needs. The list shall remain valid for twenty-four (24) months. Candidates successfully passing the exam process and not promoted shall be eligible to move up and act when required.

**Benefits**

- 100% contribution paid by District into the Nevada Public Employees Retirement System
- Twelve paid holidays
- Other benefits offered through the current labor contract

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

I have read and understand the North Lyon Fire, Fire Captain job specification.

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

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

**This job specification in no way implies an offer or contract for employment.**

*North Lyon County Fire is an Equal Opportunity Employer*

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