

## Update

Ministry

Forestry and Parks

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Kananaskis Fire Captain

Current Class

Stds Safety and Compliance 3

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Parks Division, Regional Operations

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

KID Chief Admin Offic/Mngr KES

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-06-25

Responsibilities Added:

Responsibilities Removed:

Water and ice rescue operations.

Confined space rescue.

(minimum number of hours to successfully acquire certifications with 5 years experience is approximately 11,250 hours; comparatively the minimum number of hours to achieve a Journeyman level certification in a construction trade is 9,000 hours per Apprenticeships and Industry training (Alberta Advanced Education).

## Job Purpose and Organizational Context

Why the job exists:

Reporting to the Kananaskis Emergency Team Lead the Kananaskis Fire Captain is responsible on their assigned shift for all fire and rescue operations and operational assignments as provided from the Kananaskis Emergency Services Centre.

This will include emergency and non emergency operations as related to structural fire suppression, vehicle rescue, emergency medical services, structural rescue, hazardous material intervention, wildland urban interface, wildland fire suppression, structural and assisting with backcountry / slope rescue, and other rescue operations as required.

This position supervises and trains paid on-call firefighters, conducts fire prevention and education duties, performs general and preventative maintenance of equipment, vehicles and facilities to ensure the readiness of emergency response equipment. This position is required to be dispatched after normal working hours to emergencies and does involve inter-agency assistance to other emergency services agencies.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

A. Respond to emergency scenes and function as the officer in charge to reach outcomes determined by the organization.

- ☐ Respond to emergency scenes and provide the leadership function that facilitates the return of the emergency incident scene to a stable and safe environment which may include structural fire suppression, vehicle rescue, emergency medical services, structural rescue, hazardous material intervention, wildland urban interface, wildland fire suppression, structural rescue and assisting with front country / slope rescue, and other rescue operations as required.
- ☐ Assume incident command of emergency situations, managing the staff resources and situation to minimize loss or damage, and establish orderly control.
- ☐ Ensure all pre-response, response and post incident guidelines are met as outlined in Standard Operating Guidelines and Procedures and common fire service practice.
- ☐ Ensure all reports are completed that follows the requirements outlined in the Kananaskis Improvement District Quality Management Plan, Alberta Safety Codes Act, Alberta Fire and Building Codes in a manner consistent with the department guidelines.
- ☐ Provides after hours emergency dispatching services to response agencies.

B. Participates in team objectives derived through goals as outlined by both the work unit and the department.

- ☐ Supervision of part time and paid on-call firefighters when engaged in station duties, training or emergency response that meet the goals outlined by the department.
- ☐ Participate in a team environment in emergency and non-emergency situations.
- ☐ Lead by example, through effective training and mentoring of subordinate staff, and individuals in related agencies.
- ☐ Participate in a mentoring program that promotes the training and career advancement of all employees.

C. Responsible for the completion of all Safety Codes Officer delegated responsibilities outlined in the Quality Management Plan (QMP).

- ☐ Provides inspection and pre-emergency planning programs services for all facilities within the Kananaskis Improvement District.
- ☐ Audits facility preparedness and initiates orders or variances to correct deficiencies.
- ☐ Establish and maintain records of program objectives in a consistent and professional manner.
- ☐ Provides public education and emergency preparedness awareness programs.
- ☐ Procures equipment and supplies that are directly associated with program responsibilities.
- ☐ Assists with general and preventative maintenance of emergency response equipment and apparatus.
- ☐ Works along with other tasked employees to maintain inventory control program.
- ☐ Applies Occupational Health and Safety practices throughout all worksites.

C. Assist with front counter information services to public requests through direct contact, radio or telephone that follow department set guidelines.

## Problem Solving

Typical problems solved:

### Public Safety

- Fire suppression incident command and incident management. Developing Incident Action Plans within highly stressful situations.
- Ensuring scene assessments and actions to respond to emergencies maintain personnel and public safety.
- Fire suppression actions in response to emergencies to ensure limited infrastructure damage.
- Mitigate challenges with multiple resources from numerous emergency agencies responding to incident scene.

### Fire Investigations

- evidence collection, interviewing of witnesses, determining cause and origin.
- reporting as per legislative requirements to ensure completeness of accountabilities and actions.

### Safety Code Inspections:

- conducting observations, analyzing infrastructure to legislative code for fire safety, issuance of orders / fines including inspection reports outlining compliance to relevant safety legislation.

### Instruction and training

- designing appropriate curriculum and lesson plans to meet NFPA established standards.
- deliver and manage instructional requirements.
- ensure safety of students during live exercise instruction (i.e. live fire training)

Types of guidance available for problem solving:

### -Regulated Training

- Standard Operating procedures, manuals and requirements.
- Equipment operation manuals
- Fire Chief oversight of operations
- Partner agencies and mutual aid.

Direct or indirect impacts of decisions:

This emergency critical work has a profound impact on the general public as it relates to the resourcing of both public safety emergencies and non-emergencies within the Kananaskis Improvement District. This position often will act in life and death situations of high stress arriving at decisions that must be made in seconds to reduce loss of life or impacts to life or property.

## Key Relationships

Major stakeholders and purpose of interactions:

This position interacts with emergency response peers within Forestry Division, R.C.M.P., Alberta Health Services, and other mutual aid partners.

Major stakeholders include Kananaskis Improvement District residents, ratepayers and visitors, who rely on critical emergency service provision.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Certificate (1 year)	Other	Other	Other

If other, specify:

Significant specialized requirements in emergency services listed below:

Job-specific experience, technical competencies, certification and/or training:

Training Certifications Required.

NFPA 1001 Firefighter Level 2 / NFPA 1002 Driver/Operator and Pump Operations Levels / NFPA 1021 Fire Officer Level 1 minimum / NFPA 1041 Fire Service Instructor Level 1 minimum.

Emergency Medical Responder (or equivalent) (160 hours) minimum; either registered with the Alberta College of Paramedics or a recognized training program completed within past 2 years

Alberta Safety Codes Officer - Group B1

Alberta Operators license class 3 / 4 or better with a Q endorsement.

Minimum 2 years of related experience as a Fire Services Leader and minimum of 5 years Fire Fighting experience.

Competencies required:

Supervisory Skills

Organizational and interpersonal skills and ability to control work priorities to meet departmental goals and objectives.  
Proficient mechanical aptitude to assist in routine and emergency maintenance to all mobile, fixed and portable equipment.

Must be able to provide competent and accurately created reports based on Acts, Legislation or Codes.

Ability to operate computers, and department computer programs.

Full working knowledge of departmental policies and procedures and applicable Acts and Regulations.

Excellent verbal communication.

Familiarity with Kananaskis Country is essential.

Must be able to read topographical maps and determine, supply or convert coordinates as required.

Must be able to work within a dynamic, fast paced team environment to solve non-standard issues.

Must demonstrate safe work procedures as outlined in the annual safety plan.

RCMP security clearance required.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	Public Safety <ul style="list-style-type: none"> <li>- Officers are required to deliver outcomes and objectives relating to specific portfolios, such as inspections and prevention, education and training, safety and maintenance, logistical management.</li> </ul>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	Emergency Response and Incident Command: <ul style="list-style-type: none"> <li>- ensuring clear incident action plans with strategies and tactics to managing various types of incidents (structural fire, wildland fire, vehicle rescue and extrication. Medical First Response).</li> <li>- Manage officer safety and response as well as public well-being/ relations.</li> </ul>
Develop Self and Others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Encourages development and integration of	Instruction <ul style="list-style-type: none"> <li>- designs, delivers, and</li> </ul>

		emerging methods: • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans	evaluates fire personnel training program. - ensures curriculum requirements of fire centre of excellence aligns with needs of partner agencies and internal training program.
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## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

## Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____	_____	_____
Employee Name	Date yyyy-mm-dd	Employee Signature

_____	_____	_____
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature

_____	_____	_____
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature

_____	_____	_____
ADM Name	Date yyyy-mm-dd	ADM Signature

_____	_____	_____
DM Name	Date yyyy-mm-dd	DM Signature