

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the management and supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief. Fire Captains rank directly below the class of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of one fire station. Supervises fire department personnel, inspects the appearance of assigned equipment and personnel, and provides assistance to subordinates in technical areas of work. Assists in resolving employee complaints and grievances, and recommends disciplinary action to the appointing authority. Conducts work performance evaluations and discusses work performance with subordinates, as well as with superior officers. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Assists in the development of the departmental training program seeing that such program is properly staffed and supplied with training resources. Personally trains personnel by conducting drills and evolutions, as well as training in the classroom and informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Responds to all fire alarms and directs the positioning of the fire apparatus at the fireground. Oversees driving of the fire apparatus by making sure the driver follows all laws and regulations, and takes the most direct route to the fire. Directs the operation of a fire company when responding to emergencies by gathering and assessing pertinent data provided by dispatcher, and performing size-up of an emergency scene. Maintains communications between the fire scene and other authorized personnel, calls for assistance

when needed, and relays necessary information on operations at the emergency scene. Observes and responds to changes in the fireground conditions. Supervises fire safety officer at the scene of an emergency and directs emergency scene operations until relieved by a superior officer. Supervises subordinate employees in search and rescue, forcible entry, ladder operations, ventilation, hose operations, protection of exposures, fire extinguishment, pump operations, water supplies, and salvage and overhaul. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Provides emergency medical care such as basic first aid, CPR, and first responder services to the sick or injured at the emergency scene or while in transport to the hospital. Notifies dispatcher to call for additional emergency medical help if needed. Assists with identifying hazardous materials and with handling hazardous materials incidents.

Provides for the completion of all assigned forms and records, such as personnel evaluations, maintenance records, hydrant reports, hose records, incident reports, NFIRS reports, and preliminary investigation reports. Reviews reports written by subordinate personnel.

Inspects the fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance.

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire department. Assists in answering questions and addressing complaints from the public about the operations of the fire department or any related areas of emergency services.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least three (3) years immediately preceding closing date for application to the board.

Must have achieved Firefighter II certification as measured by NFPA standards.

Must have achieved and maintain Emergency Medical Technician - Basic certification.