

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the 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, assist in the training of subordinate employees and oversee the completion of fire department records and reports. Fire Captains have the authority to work independently, 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.

Supervises the operation of one fire station for one shift. Directs the operation of a fire company when responding to fire alarms and emergency calls. Gathers pertinent information from dispatcher and begins size-up en route to the scene. Supervises the safe driving of the fire apparatus and directs or assists in the positioning of apparatus at the fireground. Sets up fireground perimeter for crowd and traffic control. Observes and responds to changes in fireground conditions while performing and directing firefighting operations. Recognizes internal and external fire exposures and takes measures to protect them from fire extension. Directs pumper operations and makes decisions regarding the selection of nozzles, hoses and water supplies. Oversees automatic sprinkler and standpipe system support operations. Supervises subordinate employees at the scene of an emergency and personally participates in size-up, hose operations, forcible entry, firefighting, use of self-contained breathing apparatus, handling hazardous materials, ventilation operations, selection of appropriate fire streams or agents, use of ladders, searching for and rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul.

Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Obtains comprehensive drug history on patient. Operates, interprets and monitors equipment used to provide emergency medical services. Notifies dispatcher to call for additional medical assistance, when needed. Serves as fire safety officer and directs emergency scene operations unless relieved. Supervises and assists in the handling

of emergencies involving hazardous materials. Provides for the needs of firefighters and other emergency personnel at the scene of an incident. Coordinates activities of fire fighting and law enforcement personnel during emergency operations. Maintains communications between the fire scene and other authorized personnel. Secures the fire scene to prevent the removal or damage of evidence. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Assists arson investigation personnel in determining the causes, origins, and circumstances of fires occurring within the jurisdiction; testifies in court when required.

Briefs incoming captain on all pertinent information regarding previous or upcoming shift. Supervises subordinate fire department personnel, delegates authority as necessary, issues orders, inspects the appearance of subordinates, assigns work areas and approves requests for leave. Provides assistance to subordinates in technical areas of work. Observes, documents and evaluates the work performance of subordinate employees. Discusses work performance with the employee and superiors in order to conduct employee performance evaluations. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority through the chain of command. Investigates all accidents and complaints involving department personnel, and makes recommendations as needed. Reviews reports written by subordinates for accuracy; ensures all reports are completed and filed in a timely manner. Completes any forms or records as required. Prepares and maintains training records, work schedules, maintenance forms and NFIRS reports.

Performs or directs subordinates in pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Ensures that pre-fire plans are up-to-date and maintained. Reports fire hazards or safety violations to the appropriate authority. Assists superiors by suggesting changes in department operations that will help the district to obtain favorable PIAL ratings. Monitors and evaluates local conditions which may become fire or safety hazards.

Inspects fire apparatus for proper placement and maintenance of tools, equipment and appliances. Directs daily radio performance tests. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Ensures assigned equipment and station maintenance duties are completed daily.

Provides training for fire personnel on each shift by conducting training in the classroom, through drills and evolutions and providing informal or on-the-job training for new employees. Directs the critical evaluation of departmental response to each emergency incident upon return to the station.

Responds to questions or complaints from the public about fire department operations and services. Oversees fire safety presentations, equipment demonstrations, fire station tours and any community projects designed to improve public relations or the image of the fire department.

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.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be a regular and permanent employee in the class of Firefighter/Operator immediately preceding closing date for application to the board.

Must possess certification as Emergency Medical Technician-Basic or higher.

Prior to the closing date for application to the board, must have obtained certification as Firefighter II. Within one year of appointment must have obtained certifications as Fire Service Instructor I, and Fire Officer I, according to the National Fire Protection Association (NFPA) Standards.