

**FIRE CAPTAIN**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which include the management of the operation of a fire station, and the supervision of a company of Firefighter/Operators 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, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Captains work with a high degree of supervision, receiving specific instructions for most duties, but have the authority to work independently in certain designated areas. Employees of this class report to and have work reviewed by the Deputy Fire Chief. This class ranks directly below the class of Deputy 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 Firefighter/Operators at the fire scene, answers fire alarms, and records pertinent information. Performs size-up of emergency scene, directs positioning of apparatus, maintains communication between the fire scene and other personnel, and directs emergency scene operations until relieved by a superior officer. Supervises subordinates handling hazardous materials, rescuing persons, providing emergency medical services, and during salvage or overhaul work. Performs and supervises search and rescue operations, forcible entry operations, and ladder and ventilation operations. Operates self-contained breathing apparatus for protection from hazardous environments. Observes and responds to changes in fireground conditions while directing firefighting operations. Recognizes fire exposures and protects from fire extension. Performs hose operations, uses portable fire extinguishers, and applies fire streams for fire extinguishment. Directs truck and pumper operations. Oversees the utilization of water supplies from public water systems and static sources and performs automatic sprinkler system support operations. Performs standpipe system support operations. Provides for the needs of emergency personnel at the scene of an incident, coordinating activities of fire fighting personnel and law enforcement. Supervises emergency medical vehicles transport to and from the emergency scene and notifies dispatcher to call for additional medical help if needed. Provides emergency medical care at the scene or in transport to the hospital.

Assists superior officer with managing all department operations on one shift. Aids superiors with evaluating the efficiency of response units during an emergency, and recommends new policies, goals, and objectives for the department. Participates in the research and planning for the department, and assists with coordinating the work of the department with other agencies. Monitors local conditions which may become safety hazards and investigates any incidents involving fire department personnel or equipment. Aids superior officers with conducting tours of the department for groups.

Delegates authority to subordinates for the more effective operation of the department. Issues orders, assigns duty areas, and assigns work schedules. Evaluates work performance of subordinates and provides assistance in technical areas of work. Assists superior officer with inspecting the appearance of assigned equipment and personnel. Reviews reports written by subordinates, approves leave, and conducts employee performance evaluations. Resolves employee grievances, counsels employees experiencing work problems, conducts corrective interviews and recommends disciplinary action to the appointing authority.

Performs pre-fire planning inspections, inspects homes and businesses for fire hazards, and recommends corrections for unsafe practices and conditions. Oversees inspection of public assemblies and reports fire hazards or safety violations to the appropriate authority. Investigates the causes of fires, questions witnesses, and maintains the chain of custody for any evidence. Assists arson investigation personnel and testifies in court when required.

Develops a training program for the department and provides informal training for new employees. Conducts drills, evolutions, and classroom training. Serves as a consultant for volunteers within the department, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts.

Maintains department records and completes assigned forms. Supervises the preparation of payroll records and NFIRS reports. Conducts required tests of fire department equipment, inspects fire apparatus for proper care, and inspects station house to ensure compliance with departmental maintenance standards. Assists superior officer by receiving reports regarding problems with fire department property or equipment. Supervises the repair and maintenance of equipment and makes recommendations on major departmental purchases. Writes specifications for new fire department equipment, participates in meetings with sales representatives, and supervises supply inventory.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

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

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

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 one (1) year immediately preceding closing date for application to the board.