

**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, 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 Deputy Fire Chief. Fire Captains rank 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.

Manages all department operations on shift. Supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire, and overhauling after the fire. Monitors driving of the fire apparatus, ensuring the driver takes the most direct route to the fire and follows all laws and safety regulations. Serves as fire safety officer and directs emergency scene operations until relieved of command. Directs the positioning of apparatus in order to initiate the most effective fire attack. Evaluates the efficiency of response units following an emergency. Briefs incoming captain of all pertinent activities that occurred on shift.

Oversees communications between the fire scene and other authorized personnel. Provides for the needs of firefighters and other emergency personnel. Directs size-up of an emergency scene to determine the nature and extent of the fire, condition of the building, and source of water supply. Observes and responds to changes in fire ground conditions while directing firefighting operations. Supervises search and rescue, forcible entry, ventilation, overhaul, ladder, pumper, and hose operations. Directs or assists in identifying and handling hazardous materials. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Assists arson investigation personnel and testifies in court when required.

Directs the driving of emergency medical vehicles to and from the scene of a fire. Provides and monitors emergency medical care to

the sick or injured at the emergency scene or while in transport to the hospital. Performs and supervises operation and interpretation of monitors and other equipment used to provide emergency medical services. Obtains a comprehensive drug history on the patient, administers medication, and documents the effects of medication given to individuals. Studies new laws and drug reference literature, keeping informed on when it is not appropriate to administer a drug to a patient. Directs dispatcher to call for additional medical help if needed.

Delegates authority to subordinates for the more effective operation of the department. Issues orders and assigns work and duty areas. Provides assistance to employees in technical areas of work. Oversees and evaluates work performance of subordinates, and counsels employees who are having work problems, complaints, or grievances. Conducts employee performance evaluations and discusses performance with subordinates and superiors. Recommends disciplinary action to the appointing authority.

Provides informal or "on-the-job" training for new employees by conducting drills, evolutions, and classroom training. Serves as a consultant for volunteers within the department or in surrounding areas, providing them with technical expertise, assistance, and cooperation in training.

Supervises required tests of fire department apparatus and equipment. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Directs fire driver to perform daily radio check. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Receives reports about any problems with property or equipment for the purpose of repair or maintenance.

Provides for the maintenance of departmental records such as activity, patient care, financial, emergency medical services, and inventory records. Supervises the completion of assigned forms and reports, including NFIRS reports. Reviews reports written by subordinates.

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 (2) two years immediately preceding closing date for application to the board.