

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 assigned areas and stations on one shift. Responds to fire alarms from dispatcher, records pertinent information, and proceeds with en route size-up. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Directs emergency scene operations and serves as fire safety officer until relieved by superior officer. Directs the positioning of apparatus at the fireground. 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, and salvage and overhaul. Personally acts as part of the fire attack team. Observes and responds to changes in fireground conditions while directing firefighting operations. Maintains communications between the fire scene and other authorized personnel. Provides for the needs of firefighters and other emergency personnel at the scene of an incident. Briefs incoming captain on all pertinent activities that occurred or will occur on the upcoming shift.

Provides emergency medical care to the sick or injured at the emergency scene. Performs emergency medical services. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Investigates the causes, origins, and circumstances of structure and vehicle fires to determine whether the fire was the result of natural causes, carelessness, or arson. Assists arson investigation personnel and acts as liaison with law enforcement. Takes photographs of the building to provide an accurate extent of damage. Collects information concerning the burned building, the fire structure exterior, and the surrounding area. Completes preliminary fire investigation reports. Requests expert assistance

if needed when complex equipment or related difficulties are involved. Takes extensive notes concerning each phase of the investigation. Testifies in court when required.

Issues orders and manages tasks outside of normal working practice. Provides assistance to subordinates in technical areas of work. Writes reports, and reviews reports written by subordinates. Approves leave. Creates and reviews preplans. Inspects the appearance of assigned equipment and personnel.

Evaluates the efficiency of response units following emergency incidents. Recommends management policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Monitors and evaluates local conditions which may become fire or safety hazards. Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly located in an assigned area in order to become familiar with all features which might become important in a fire or emergency situation. Inspects exterior and interior of buildings ensuring all aspects are in compliance with fire codes. Inspects commercial businesses and recommends corrections for unsafe practices and conditions. Inspects schools and other educational facilities for fire protection purposes, including conducting fire drills. Reports fire hazards or safety violations to the appropriate authority.

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

Provides for the maintenance of department records such as record of activity, inventory records, or any others which may be required. Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports. Prepares LFIRS reports. Completes a report of each fire inspection.

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 (5) five years immediately preceding closing date for application to the board.