

## **FIRE CAPTAIN**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duty of which is the supervision of firefighting personnel 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 the Fire Chief, 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 independence, and report to and have work reviewed by the Fire Chief. This class ranks 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.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to emergency scene. Communicates with dispatcher from the scene of the incident. Assumes command until relieved by the Fire Chief. Supervises emergency scene operations including size-up, rescue, forcible entry, ventilation, fire suppression, water supplies, nozzle and hose handling, and salvage and overhaul. Participates in hazardous materials incidents. Supervises emergency medical services such as basic first aid, CPR and first responder services.

Supervises subordinate fire department personnel. Inspects the appearance of assigned equipment and personnel. Oversees and evaluates employee work performance. Issues orders, assigns duty areas and provides assistance to employees. Reviews reports written by subordinates. Resolves complaints and grievances and counsels employees who are experiencing work related problems. Recommends disciplinary action to the Fire Chief.

Trains subordinates in basic firefighting by personally conducting training in drills and evolutions, and in the classroom. Provides informal "on-the-job" training.

Investigates the causes, origins, and circumstances of fires. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Searches for, reports, protects, preserves and maintains the chain of custody of any evidence of arson. Assists arson investigation personnel. Testifies in court when required.

Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports. Writes narrative reports.

Performs pre-fire planning and conducts inspections of businesses, schools, and public occupancies. Reports fire hazards or safety violations to the appropriate authority.

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.

Provides for the repair and upkeep of property and equipment by reporting all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools and equipment. Conducts daily radio checks.

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 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 four (4) years immediately preceding the closing date for application to the board.