

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the management and 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 Assistant Fire Chief. Fire Captains rank directly below the class of Assistant 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 one shift. Answers calls from dispatcher, records pertinent information, and proceeds with en-route size-up. Supervises the driving of the fire apparatus and directs or assists in the positioning of apparatus at the fireground. Performs size-up of emergency scene, and sets up a fireground perimeter for crowd and traffic control. Maintains communications between the fire scene and other authorized personnel. Serves as fire safety officer at the scene of an emergency and directs emergency scene operations until relieved by superior officer. Supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons from life threatening situations, and providing emergency medical assistance. Observes and responds to changes in fireground conditions and operates self-contained breathing apparatus. Performs ventilation operations, recognizes fire exposures, takes measures to protect from fire extension, and performs hose operations. Applies appropriate fire steams and performs and supervises truck and water operations. Utilizes water supplies and performs automatic sprinkler system and standpipe system support operations. Oversees salvage and overhaul operations, identifies hazardous materials, and provides for the needs of firefighters and other emergency personnel at the scene of an incident.

Provides emergency medical care to the sick or injured at the scene, such as basic first aid, CPR, and first responder services. Operates and interprets equipment used to provide emergency medical services. Studies new laws, drug reference literature, precautions, techniques, and pharmacological information relating to emergency medical services in order to incorporate such into the operations of the department. Obtains a comprehensive drug history on the patient and keeps informed on circumstances under which it is not appropriate to administer a drug. Provides for and ensures that accurate emergency medical services records are maintained.

Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Issues orders, assigns work schedules, assists superior officer with

approving leave, and provides assistance to subordinates. Inspects the appearance of assigned equipment and subordinate personnel. Reviews subordinate reports, evaluates employee work performance, and conducts employee evaluations. Resolves employee complaints and grievances, counsels employees experiencing work problems, conducts corrective interviews, and recommends disciplinary action to the appointing authority.

Evaluates the efficiency of response units following emergency incidents. Recommends management policies, goals, and objectives for the department. Assists in the research and planning for programs and activities of the department. Aids superior officer in coordinating the work of the department with other agencies. Monitors and evaluates local conditions which may become fire hazards and assists by recommending changes in department operations which may help the city obtain favorable ISO ratings. Investigates all accidents and complaints involving department equipment or personnel and makes recommendations to avoid future accidents. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed. Briefs incoming captain on all pertinent activities that occurred or those that will occur in the upcoming shift; reviews records of previous shift activity.

Performs pre-fire planning inspections by visiting business, schools, and places of public assembly located in an assigned area in order to become familiar with all area features which might become important in a fire or emergency situation. Inspects homes, commercial businesses, schools, and public assemblies for fire hazards and recommends corrections for unsafe practices and conditions. Reports fire hazards or safety violations to the appropriate authority. Works with superior officer by recommending changes or additions to local fire codes. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Maintains the chain of custody for any evidence of arson. Provides assistance during investigations of suspected arson and testifies in court when required.

Oversees the required tests of fire department apparatus and equipment. Inspects the station house and grounds and fire apparatus for compliance with department maintenance standards. Receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment. Performs or directs fire driver to perform daily radio checks. Assists by making recommendations on major department purchases and meets with sales representatives to review products. Works with superior officer to maintain an inventory of supplies and equipment, disburses supplies to personnel, and oversees purchase requisitions.

Cooperates with department officers in developing a training program, and sees that such program is properly staffed and supplied with training resources. Provides informal, "on-the-job" training and conducts drills and evolutions. Conducts classroom training and serves as a consultant for volunteers in departments in surrounding areas.

Provides for the maintenance of department records, completes assigned forms and records, and prepares payroll records. Prepares NFIRS reports. Assists by writing letters necessary to address problems or needs of the department and to respond to requests addressed to the department. Makes

presentations and demonstrations related to fire prevention and fire safety. Assists superior officer in communicating with the news media and responding to questions and complaints from the public about fire department operations. Conducts tours of department facilities for groups and participates in special community projects.

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