

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 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 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 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.

Manages the operation of one fire station for one shift. Evaluates the efficiency of response units following emergency incidents, monitors local conditions which may become fire or safety hazards, and participates in the research and planning for the department, making recommendations to the Fire Chief for the efficient operation of the department.

Answers fire alarms, records necessary information, and supervises driving of fire apparatus to emergency scene. Assumes incident command until relieved by the Fire Chief. Supervises emergency scene operations including fire suppression, size-up, rescue, water supplies, pumper operations, forcible entry, ventilation, salvage and overhaul, emergency medical procedures, and hazardous materials. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Protects, preserves, and maintains the chain of custody of any evidence of arson.

Supervises subordinate fire department personnel. Issues orders and assigns work or duty areas. Inspects the appearance of assigned equipment and personnel. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Evaluates and discusses the work performance of subordinates, and keeps the Fire Chief advised of subordinates' work performance.

Participates in fire prevention efforts of the department. Performs pre-fire planning inspections by visiting businesses, schools, places of public assembly. Prepares, draws, or sketches plot plans.

Assists in the training of department personnel. Provides on-the-job training for subordinates. Trains subordinates in basic fire fighting by personally conducting classroom training, drills and evolutions. Provides department volunteers and departments in surrounding areas with technical assistance.

Provides for the maintenance of department records, such as personnel records, records of activity, inventory records, or any other records which may be required. Writes reports, including incident reports, and personally completes assigned forms and records.

Provides for the repair and upkeep of property and equipment by reporting all repair and replacement needs. Supervises routine and periodic testing of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus, portable fire extinguishers, and hand tools.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. 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.

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 employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have and maintain a valid driver's license.

Must have and maintain certification as Emergency Medical Technician - Basic.

Must have obtained certification as Firefighter II, as defined

by NFPA 1001, Standard for Fire Fighter Professional Qualifications.

Prior to confirmation, must have obtained certification as Instructor I, as defined by NFPA Standard 1041.

Must be a regular and permanent employee in the class of Firefighter/Operator for a period of at least one (1) year immediately preceding the application deadline.