

**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 company, 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.

Supervises the operations of a fire company on an assigned shift. Responds to emergency calls, records pertinent information, and proceeds with en route size-up. Supervises driving of fire apparatus and directs or assists in the positioning of apparatus at the fire ground in order to initiate the most effective fire attack. Supervises subordinate employees at the scene of an emergency in areas such as fighting fire, handling hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, and completing salvage work during the fire and overhauling after the fire.

Assumes command of an emergency until relieved by a superior officer. 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. Observes and responds to new information on conditions while directing firefighting operations. Oversees emergency scene operations including search and rescue, emergency medical services, forcible entry, nozzle and hose handling, salvage and overhaul, and the identification of hazardous materials. Serves as fire safety officer at the scene of an emergency until relieved of command. Supervises the set up of the fire ground perimeter for crowd and traffic control. Secures the fire scene to prevent removal or damage of evidence of suspected arson.

Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Coordinates activities of fire fighting personnel and law enforcement personnel at the scene of an emergency. Provides for the needs of firefighters and other emergency personnel at the scene of an incident.

Supervises subordinate fire department personnel. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Issues orders and assigns work or duty areas. Provides assistance to subordinates in technical areas of work. Trains subordinates in basic fire fighting by personally conducting training in classroom, drills and evolutions and "on-the-job" training.

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 area features which might become important in a fire or emergency situation.

Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports. Prepares NFIRS reports. Supervises the performance of daily radio checks.

Participates in special community projects designed to improve public relations or the image of the fire department. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs any related duties 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.

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