

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve 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 provide on-the-job training to subordinates. Fire Captains work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Battalion Chief. Fire Captains rank directly below the class of Battalion 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 operation of one fire station and a company of fire suppression personnel on an assigned shift. Keeps fire suppression personnel and equipment in a constant state of readiness and oversees the fire company response to emergency calls. Gathers and assesses pertinent data provided by dispatcher. Supervises those driving the fire apparatus, and conducts size-up to determine the nature and extent of conditions. Commands emergency scene operations and serves as fire safety officer until relieved by a superior. Directs the positioning of the fire apparatus at the scene, and sets up the fireground perimeter for crowd and traffic control. Participates in and supervises subordinate employees in search and rescue; forcible entry; use of self-contained breathing apparatus; ladder and truck operations; water supplies; ventilation; nozzle and hose handling; fire streams and wetting agents; protection of exposures; pump operations; sprinkler and standpipe systems; salvage and overhaul. Observes and responds to changes in fireground conditions. Identifies hazardous materials and participates in hazardous materials operations.

Supervises first responder operations at the scene, providing medical care to the sick or injured. Operates assigned equipment necessary to provide medical assistance. Provides for the needs of firefighters and maintains communications between the emergency scene and other authorized personnel. Uses communications equipment to call for assistance when needed and relay necessary information.

Investigates the causes, origins and circumstances of fires

suspected to be the result of carelessness or arson. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, preserves and maintains the chain of custody for evidence of arson. Questions witnesses at the fire scene and assists arson investigation personnel as needed.

Reviews records of previous shift activity and briefs incoming Fire Captain or superior officers on all pertinent activities that have occurred or those that will occur on the upcoming shift. Supervises subordinate fire department employees and works with supervisors to assign work schedules, delegate authority, evaluate the job performance of fire suppression personnel and regularly inspect the appearance of assigned employees and equipment. Approves leave requests for direct subordinates. Discusses work performance with suppression personnel and conducts performance evaluations. Assists in maintaining discipline among subordinates by issuing orders, conducting corrective interviews, and providing counseling to resolve grievances or problems affecting work performance. Works with the administration to investigate accidents or complaints involving fire suppression personnel.

Collaborates with supervisors to develop and maintain a training program designed to meet the needs of the department. Participates in and conducts training in the classroom or through drills and evolutions. Provides new employees with on-the-job training and assistance in technical areas of work. 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. Obtains professional fire certifications as required by departmental policies. Completes and files assigned forms and records including time sheets, training records, maintenance reports and supply requests. Compiles data needed for reports and reviews paperwork completed by subordinates.

Provides for the repair and maintenance of apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure proper placement of equipment and compliance with departmental standards. Conducts tests or directs the testing of fire department radios, apparatus and equipment. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Orders and maintains inventory of supplies and equipment, disbursing such as needed.

Evaluates the efficiency of response units following emergency incidents. Makes recommendations to superior officers regarding policies, goals, objectives and department operations intended to improve efficiency or ratings. Monitors and evaluates local conditions which may become fire or safety hazards. Oversees and performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly in order to become familiar with all area features which might become important in a fire or emergency situation.

Participates in special community projects designed to improve public relations and the image of the fire department. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups and responds to questions from the public about operations of the fire department.

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 immediately preceding closing date for application to the board.