

**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 Fire Chief. Fire Captains rank 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 operations of one fire station. Supervises subordinate fire department personnel, assigns work schedules and duty areas, inspects the appearance of subordinates. Provides assistance to subordinates in technical areas of work. Assists in resolving employee complaints and grievances by counseling employees who are experiencing work problems. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance with subordinates. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority and conducting corrective interviews.

Responds to all fire alarms, directs the positioning of the fire apparatus at the fireground, and assists in setting up the fireground perimeter for crowd and traffic control. Directs the operation of a fire company when responding to emergencies by gathering and assessing pertinent data provided by dispatcher, and performing size-up of an emergency scene. Directs emergency scene operations until relieved by a superior officer. Supervises subordinate employees in search and rescue, forcible entry, self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Serves as fire safety officer at the scene of an emergency until relieved of command. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Handles emergencies involving hazardous materials.

Maintains communications between the fire scene and other authorized personnel.

Participates in the research and planning for programs and activities of the department. Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Recommends changes in department operations that will help the city improve insurance ratings. Evaluates the efficiency of response units following emergency incidents. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Reports fire hazards or safety violations to the appropriate authority. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Assists arson investigation personnel in the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction. Testifies in court when required.

Assists in the development of the departmental training program seeing that such program is properly staffed and supplied with training resources. Personally trains personnel by conducting training in the classroom and providing informal or on-the-job training for new employees. 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.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Personally completes any forms, records, or reports required, including NFIRS reports, and payroll records. Compiles data and writes reports.

Provides for the repair and maintenance of apparatus and equipment. Conducts tests or directs the testing of fire department apparatus and equipment. Supervises the inspection fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required.

Participates in special community projects designed to improve public relations or the image of the fire department. Responds to questions and complaints from the public about the operations of the fire department or any related areas of emergency services.

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 Fire Lieutenant for at least one (1) year immediately preceding closing date for application to the board.