

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 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 District Fire Chief. This class ranks immediately below the class of District 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 operation of one fire station and a company of fire suppression personnel for one shift. Delegates authority to subordinates when permissible by law for more effective operations. Issues orders, inspects appearances, assigns work or duty areas, and assigns work schedules to subordinates. Approves leave. Oversees and evaluates the work performance of subordinates and provides assistance in technical areas of work. Conducts employee performance evaluations and discusses work performance with subordinates and Fire Chief. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority through the chain of command. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Responds to fire alarms, supervises driving of fire apparatus, and directs the positioning of the fire apparatus at the fire or emergency scene. Directs the operation of a fire company by gathering and assessing pertinent data provided by dispatcher, performing size-up of an emergency scene, and setting up the fireground perimeter for crowd and traffic control. Observes and responds to changes in fireground conditions. Performs firefighting operations and supervises subordinate employees in search and rescue, forcible entry, self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, pump operations, sprinkler and standpipe systems, water supplies, and salvage and overhaul.

Supervises and performs emergency medical services such as basic first aid, CPR, and first responder services. Supervises the handling and identification of hazardous materials, and directs or assists handling of hazardous materials incidents. Serves as fire safety officer as needed or until relieved of command. Maintains communications between the fire scene and other authorized personnel, calling for assistance when needed.

Assists arson investigation personnel by securing the fire scene to prevent removal or damage of evidence. Investigates the causes, origins, and circumstances of fires. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Questions witnesses to a fire incident in order to collect information.

Participates in the development of a training program and personally trains personnel. Conducts training in the classroom and provides informal or on-the-job training for new employees. Conducts drills and evolutions.

Recommends management policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Recommends changes in department operations that will help the city improve ISO ratings. Evaluates the efficiency of response units following emergency incidents.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Reviews reports written by subordinates and personally completes any forms, records, or reports, such as NFIRS reports, as required.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station, 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. Performs or directs the performance of daily radio checks. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly, inspecting for fire protection purposes, including conducting fire drills. Reports fire hazards or safety violations to the appropriate authority.

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

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 two (2) years immediately preceding closing date for application to the board.