

Fire Captain

DEPT: Fire
DIV:
DATE: July 2016

FLSA: Non-Exempt
EEOC: Officials/ Admin



POSITION SUMMARY

Performs a variety of **advanced and first-line supervisory** fire prevention and mitigation duties; supervises an Engine/Truck company to prevention and mitigate emergencies and disasters; engages in proper planning, public education and code enforcement. Responds to emergencies involving fire, medical or environmental concerns and oversees the safety of crewmembers and the public at all times; may be assigned administrative duties to include training, equipment etc.

SUPERVISION RECEIVED

Works under the general supervision of the Fire Chief and Battalion Chief.

SUPERVISION EXERCISED

Provides immediate to close supervision to Engineer(s), Fire Fighters, paramedics, EMT(s) and Hazmat personnel while in training, on a project-by-project basis, or as incident commander in the absence of a ranking officer.

ESSENTIAL FUNCTIONS

Supervisory and Operational Duties: Supervise Engine/Truck company members; take command at fire, medical and environmental concern incident; respond promptly and efficiently to emergency fire, rescue, hazardous materials and medical alarms; determines various staffing and scheduling requirements; conduct performance evaluations, skills testing, and monthly individual interviews of Engine/Truck company staff; establishes NIMS compliant operations centers in the event of emergency; assumes responsibility for fire investigations in the absence of the Fire Marshal.

Administrative Functions: Maintain a daily schedule for the activities of crewmembers; keep training records for Engine/Truck Company, which include both fire and medical; prepare monthly reports which detail training hours, hydrant and business inspections; complete detailed reports on all medical and fire incidents on the appropriate forms; prepare inventory reports on all medical supplies and fire equipment.

Training Duties: Conducts daily training sessions to keep crew members current on all fire and medical procedures; complete a minimum of 15 hours of training per month; complete one evolution (fire or medical) per month; develops and implements training curriculum.

Station, Apparatus, and Ground Maintenance Duties: Oversees for the completion of station janitorial activities, to insure the building is ready for public inspection at all times; washes and waxes apparatus; insure that all components on the apparatus and equipment are clean and working.

Prevention and Life Safety Duties: Prepare and conducts tours, lectures, and video presentations; responsible for an assigned fire hydrant inspection district; responsible for assigned business inspection district and completion of annual inspections; displays fire apparatus and participate in public demonstrations; participates in local school programs and various civic and city functions.

Marginal Duties: Attend and participate in meetings with Battalion Chief and Staff Members; serve on various teams and committees; maintain task books and updates Captain task details; assists in the development of "Officer Academy".

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school, or equivalent; plus two (2) years of specialized training in fire science, general management or an Associate Degree in fire science & administration;

AND

B. Five (5) years of full time work experience as a Fire Fighter;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of Utah emergency medical programs; training and staff development in firefighting and paramedic programs; fire and medical equipment and programs, including tactics; fire behavior; Fire Department Policies and Procedures, Uniform Fire Code; origin and cause determination, site plan review and examination, Department prevention programs; fire ground procedures; incident command procedures; inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures.

Ability to make sound decisions with minimal guidelines during emergency and non-emergency situations; establish goals and priorities; organize time; to work effectively as a team member; demonstrate supervisory skills; follow detailed verbal or written work instructions; work in dangerous emergency situations; perform strenuous physical labor; communicate effectively, verbally and in writing; assimilate modern fire prevention and fire fighting skills; perform under extreme weather conditions; work on call and on shift work; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must possess a valid Utah State Drivers License. Must be able to pass Utah State Fire Officer I certification. Must be E.M.T-I.V. Certified. Must be Apparatus Driver Operator (ADO) certified. Must be Hazardous Materials Operations and Fire Fighter II Certified. Emergency Vehicle Operator (EVO) Certification may be required. Must complete the "Captain's Task Book".

4. Work Environment:

Functions of the position are generally performed in a controlled environment, but subject to all seasonal and weather extremes. Emergency response travel required in normal course of performing duties. Many functions of the work pose high degree of hazard uncertainty. Physical readiness and conditioning will be a condition of job retention. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)