

JOB DESCRIPTION

FIRE CAPTAIN

Shall be appointed by recommendation (following testing and interviewing) of a selection committee made up of the Chief, Assistant Chief, and Battalion Chiefs from all Stations.

Shall be next lower in rank to the Battalion Chief and shall exercise authority over all subordinate officers and members under their supervision at all times.

Shall acquire a thorough knowledge of the duties of their office, and shall be responsible for the strict enforcement of the rules, regulations, policies and procedures of the Department.

Shall particularly observe the general department, firemanship and station duty performance of personnel under their command. They shall report thereon as required.

Shall perform the duties of Station Safety Officer (see Station Safety Officer job description)

Shall perform all other duties as directed by the Chief.

ADMINISTRATIVE

1. They shall have a thorough knowledge of, promote, and enforce all Rules, Regulations, Policies, and Procedures of the Department.
2. They shall have a thorough knowledge of and be proficient in the correct use of appropriate records, reports and computer software necessary to complete required documentation of incidents.
3. They shall examine all reports and communications originating within their area of supervision for completeness and accuracy.
4. They shall transmit and explain orders of the Chief Officers to subordinate personnel.
5. They shall supervise routine administrative details of their station, recommend disciplinary action as required, and recommend approval for repairs of equipment and supplies in writing.
6. They shall apportion station duties among subordinates and shall require that these duties be performed promptly and efficiently.
7. They shall be responsible for; the cleanliness of the members personal protective equipment (in coordination with the station sergeant), for apparatus, tools, Equipment and other departmental property.
8. Whenever matters of unusual nature involve their personnel, they shall promptly notify their Battalion Chief. If required by the Battalion Chief, a written report shall be forwarded through him to the Chief.
9. They shall permit no lewd, suggestive or other undesirable printed matter to be displayed in or about the station or on bulletin boards. Advertising, communications, posters, circulars, etc. shall have the authorization of the Chief before being displayed.
10. They shall make periodic inspections of the personnel and their uniforms, the apparatus, tools and equipment, records, and the general condition of the station.
11. They shall attend and participate in scheduled work details.
12. They shall participate in all on going training.
13. They shall keep routine records and prepare clear and comprehensive reports.
14. They shall deal tactfully and effectively with subordinates, peers, supervisors, and administrative personnel.
15. They shall perform the duties of Station Safety Officer (see Station Safety Officer Job Description)
16. They shall perform such other duties, as their superior officers require.

EMERGENCY SCENE OPERATIONS

1. They shall promptly respond to all alarms of fires or other emergencies.
2. They are to respond to the station, to assure that all required equipment and staffing is responding to the incident, before going to the scene.
3. Upon their arrival at the scene of an alarm or other emergency they shall report to the Fire Officer in charge. If in his opinion, he believes the Fire Officer is in command of the situation, he shall so notify the Fire Officer who shall remain in command. If he decides that he will take command, he will so notify the Fire Officer and then he shall notify the radio operator, and have it entered in the log, that he is assuming command.
4. Shall assist with implementation of the Incident Command System to the extent warranted by the nature of the incident.
5. They shall perform the duties of Station Safety Officer (see Station Safety Officer Job Description)
6. Before leaving the scene of a fire or other emergency where the department performed a service, they shall, if taken command, inspect the apparatus for any damaged or missing tools or equipment. If the Fire Officer was left in command, this shall be the Fire Officer's responsibility.
7. Immediately following their return to the station from an alarm or training drill, they shall require that the apparatus and equipment be properly inspected, serviced and cleaned as soon as practical.
8. If, at any time, the officer in command determines that adequate personnel did not respond to an alarm, they shall immediately call for a 2nd alarm to bring additional stations and proceed to answer the alarm.
9. In the absence of regular drivers, pump operators, or other members assigned to duties requiring particular skill, they shall designate only those members who are certified to act in such positions.

QUALIFICATIONS

Shall have the ability to meet the physical requirements of the job.

Shall have a minimum of three, (2) year's experience in the fire service.

Should have a minimum of one, (1) year's experience as an officer.

Shall have a working knowledge of the Incident Command System.

National Fire Academy Fire Officer Training Classes, management/leadership training programs and/or other management experience is desired and will be given consideration at time of interview.