

## FIRE FIGHTER CAPTAIN

### NATURE AND VARIETY OF WORK

This is supervisory administrative fire fighting work. Incumbents in this position typically have overall responsibility for a functional area(s), coordinating, controlling, supervising, planning and appraising the operations and the activities of subordinate professional, para-professional and volunteer personnel on assigned shift. Incumbents are responsible for training subordinates in a specialized area (s), performing management duties, and acting in the absence of the Battalion Chief. Incumbents work with an extensive degree of independent judgment and action within the established departmental policies and procedures. The work is performed under general supervision of a Fire Fighter Battalion Chief. Performance is evaluated through the analysis of reports and observations of the effectiveness and efficiency of fire fighting activities and operations.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions.

Directs/commands on-site emergency operations until the arrival of a senior officer.

Responds to and directs fire/EMS operations at emergency sites.

Monitors the operational activities within the assigned functional area of the fire/EMS department (i.e., training academy, fire/EMS station, and EEO).

Reviews and makes recommendations on policies, procedures and reports.

Reviews all personnel paperwork (i.e., disciplinary actions, accidents and injury reports, timesheets, etc.).

Assists in the establishment, implementation and modification of the station's standard operating procedures (SOP).

Coordinates fire/EMS prevention programs (i.e., pre-plans, familiarization tours, and building inspections) and updates area maps.

Coordinates the transfer of equipment to maintenance shops.

Supervises the cleaning and maintenance of fire/EMS vehicles.

Enforces various fire/EMS codes, rules and regulations.

Acts as the Special Tactical Unit Commander and/or Section Officer (Medical Control Officer or Triage Officer) on site of large-scale emergency incidents, when assigned by the Incident Commander.

Conducts physical inspections of assigned station/unit.

Investigates fire/EMS services complaints; consider findings and makes recommendations affecting subordinates.

Writes various correspondence, as needed, and reviews reports in draft.

Maintains records and prepares reports regarding personnel, incidents, supplies and other matters relating to the shift.

Conducts and participates in training classes.

Arranges for and coordinates specialized training requirements that are not available in the county for employees.

Represents supervision at both Fire/EMS Department and public functions.

Conducts, participates in and supervises the continuing education program for subordinate personnel.

Serves as a member of promotional boards within and outside of the county.

Maintains all certifications required for working title.

Uses available technology and software programs to perform technical and administrative duties and responsibilities.

Maintains physical strength and agility requirements and general medical standards as specified.

Communicates effectively, expresses ideas, opinions, and analyze clearly concisely, both orally and in writing.

Establishes and maintain effective working relationships with fellow employees, volunteers and the public.

Willingly and cooperatively performs tasks and duties which may not be specifically

listed in the class specification or position description, but which are within the general occupation category and responsibility level typically associated with the employee's class of work.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of fire and/or EMS techniques, principles, practices, techniques and procedures.

Considerable knowledge and familiarization with contemporary policies and procedures affecting fire fighters and EMT's/paramedics.

Considerable knowledge of building construction and other fire/EMS hazards.

Considerable knowledge of subjects relating to fire science and/or advanced emergency medicine.

Considerable knowledge and familiarization with contemporary fire/EMS policies and procedures.

Extensive knowledge of mathematics.

Extensive knowledge of human resources management.

Ability to deal with subordinates, the general public, peers and co-workers in general using tact and diplomacy.

Ability to make effective presentations.

Ability to maintain accurate records and prepare narrative reports.

Ability to lead, supervise, delegate and monitor subordinate activities.

Ability to assist in policy development, implementation and modification.

Extensive knowledge of the principles and practices involved in instructing and training emergency medical and/or firefighting personnel.

Extensive knowledge of County geography and critical areas.

Ability to provide leadership and emergency care instructions to subordinate personnel.

Ability to manage subordinates of various backgrounds.

Ability to communicate effectively, expresses ideas, opinions, and analyze clearly concisely, both orally and in writing.

Ability to remain calm, make effective decisions under stress and emergency situations.

Ability to establish and maintain effective working relationships with fellow employees, volunteers and the public.

Ability to meet and maintain physical strength and agility requirements and general medical standards as specified.

Ability to learn to effectively operate technology associated with the operation and delivery of emergency services.

#### MINIMUM QUALIFICATIONS

<b>Anticipated Exam Date</b>	<b>Anticipated Period for Certificate of Eligibles</b>	<b>Minimum Qualifications To Take the Test</b>
Fall 2007	1/01/08 – 12/31/09	<ul style="list-style-type: none"><li>➤ PGFD Career Recruit School for Fire Fighters</li><li>➤ Classified as a Lieutenant (Y04) for a period of not less than two (2) years as of 1/01/08</li><li>➤ National Certification Fire Officer II</li><li>➤ 15 college credits to include * English Composition I or equivalent Introduction to Mathematics or Applied Business Management or equivalent</li></ul>
Fall 2009	1/01/10 – 12/31/11	<ul style="list-style-type: none"><li>➤ PGFD Career Recruit School for Fire Fighters</li><li>➤ Classified as a Lieutenant (Y04) for a period of not less than two (2) years as of 1/01/10</li><li>➤ National Certification Fire Officer II</li><li>➤ 30 college credits to include * English Composition II or equivalent Mathematics for the Liberal Arts or College Algebra or equivalent Public Speaking or Business Communications or equivalent Social Science or equivalent</li></ul>
Fall 2011	1/01/12 – 12/31/13	<ul style="list-style-type: none"><li>➤ PGFD Career Recruit School for Fire Fighters</li><li>➤ Classified as a Lieutenant (Y04) for a period of not less than</li></ul>

		<p>two (2) years as of 1/01/12</p> <ul style="list-style-type: none"> <li>➤ National Certification Fire Officer III</li> <li>➤ 30 college credits to include * <ul style="list-style-type: none"> <li>English Composition II or equivalent</li> <li>Mathematics for the Liberal Arts or College Algebra or equivalent</li> <li>Public Speaking or Business Communications or equivalent</li> <li>Social Science or equivalent</li> </ul> </li> </ul>
Fall 2013	1/01/14 – 12/31/15	<ul style="list-style-type: none"> <li>➤ PGFD Career Recruit School for Fire Fighters</li> <li>➤ Classified as a Lieutenant (Y04) for a period of not less than two (2) years as of 1/01/14</li> <li>➤ National Certification Fire Officer III</li> <li>➤ 30 college credits to include * <ul style="list-style-type: none"> <li>English Composition II or equivalent</li> <li>Mathematics for the Liberal Arts or College Algebra or equivalent</li> <li>Public Speaking or Business Communications or equivalent</li> <li>Social Science or equivalent</li> </ul> </li> </ul>
Fall 2015	1/01/16 – 12/31/17	<ul style="list-style-type: none"> <li>➤ PGFD Career Recruit School for Fire Fighters</li> <li>➤ Classified as a Lieutenant (Y04) for a period of not less than two (2) years as of 1/01/16</li> <li>➤ National Certification Fire Officer III</li> <li>➤ 30 college credits to include * <ul style="list-style-type: none"> <li>English Composition II or equivalent</li> <li>Mathematics for the Liberal Arts or College Algebra or equivalent</li> <li>Public Speaking or Business Communications or equivalent</li> <li>Social Science or equivalent</li> </ul> </li> </ul>