

JOB TITLE: FIRE CAPTAIN

DEPARTMENT: FIRE DEPARTMENT

IMMEDIATE SUPERVISOR: FIRE BATTALION CHIEF

DATE APPROVED: 01-15-2010

NATURE OF WORK

This is a “line” supervisory position responsible for supervision of Fire Personnel, Fire Apparatus, Fire Stations, and equipment in addition to performing related fire suppression and EMS activities. Work includes implementing and enforcing rules, regulations, policies, procedures, and guidelines, responding with assigned personnel and equipment to fire and other emergencies as directed, supervising and conducting Fire Prevention inspections, building surveys, EMS and community education, and training of personnel to meet their obligations as indicated in firefighter’s job descriptions. This position also assists in the training and direction of personnel in the skills necessary for future filling of the position of Captain. This position also coordinates with supervisors and the department mechanic for maintenance and repairs of assigned apparatus and equipment. This position requires the maintenance of all fire suppression, rescue and ems related skills required of a firefighter and may perform any or all of those skills as directed. A qualified Fire Captain may be assigned the duties and responsibilities of Battalion Chief (Shift Commander). This position works under the direct supervision of an assigned Battalion Chief (Shift Commander).

APPOINTMENT CRITERIA

- Must be a current employee of the fire department with a minimum of five years of experience with the Springdale Fire Department.
- Must have met appointment criteria requirements listed within the Firefighter-Driver & Operator job description.
- Must have obtained the following certifications: Officer I, Inspector I, Instructor I, Fire Service Leadership I, II, and III, and ICS-800.
- Must possess a valid state issued driver’s license without record of suspension or revocation.
- Must pass a Civil Service examination.
- Must pass the department physical agility examination.
- Must pass a required physical examination.
- Must possess ability to work with fire department computer software programs, word processors, spreadsheets, databases and other electronic mediums.

ESSENTIAL JOB FUNCTIONS

- Directly supervises assigned personnel.
- Acts as Incident Commander at all emergency responses until properly relieved by a higher ranking Officer, or Acting Chief Officer.
- Directs response and operation of assigned personnel and companies both en-route and on scene of emergency incidents.

- Ensures emergency preparedness of personnel, apparatus, and equipment.
- Reports to appropriate Chief Officers all instances of malfunction of apparatus, equipment, and buildings.
- Prepares and submits detailed reports of company activities, training, incident responses, personnel activities and logs personnel work hours.
- Oversees required report writing and record keeping and ensures all work is completed in a timely and efficient manner.
- Conducts subordinate personnel's annual performance evaluations and provides feedback to subordinates to promote personnel growth and development.
- Identifies training needs of personnel, advises Shift Commander and Training Officer of recommended training programs
- Performs fire suppression, rescue, hazardous material, and EMS activities at emergency scenes.
- Identifies, qualifies, and submits budgetary needs to Shift Commander.
- Conducts and supervises routine Pre-Incident Planning and inspections.
- Conducts and supervises maintenance, testing, and inspection of Fire Stations, Apparatus, Equipment, Fire Hydrants, and Fixed Facility Fire Protection Equipment.
- If qualified, may act as Battalion Chief (Shift Commander).
- Performs other duties as assigned by superiors.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

REQUIREMENTS OF WORK

Requires experience in fire, haz-mat, rescue, and EMS, at the operational level which provides the following skills, knowledge, and abilities.

- Knowledge and skill in applying emergency operations techniques and procedures as authorized by the SFD or other nationally recognized good practice.
- Knowledge of all policies, rules and regulations, and S.O.G.s of the City, Civil Service Commission, and Fire Department.
- Thorough knowledge of the uses, operations, maintenance requirements of fire fighting, ems, rescue, haz-mat, special operations, and other emergency equipment tools and apparatus used by the department.
- Thorough knowledge of emergency response strategy and tactics.
- Working knowledge of fire chemistry, building construction, inspection practices, EMS care, and the ability to apply this knowledge to specific situations in both the suppression and inspection environment.
- Knowledge of the Incident Command System and the ability to apply it at emergency events.
- Thorough knowledge of streets, addressing systems, and response boundaries of the city.
- Thorough working knowledge of apparatus and equipment operations including placement and utilization of apparatus.
- Working knowledge of fire hydraulics, water delivery systems and fixed facility extinguishing systems.

- Working knowledge of all major Fire Department Apparatus used by the department.
- Ability to safely and effectively utilize personnel during emergency and non-emergency incidents.
- Ability to communicate effectively verbally and in writing.
- Knowledge of sound supervisory management techniques, principles, and practices.
- Knowledge of City and Department Safety Practices and Procedures.
- Ability to recognize and identify issues that need to be addressed and to take appropriate corrective action.
- Ability to resolve conflict.
- Ability and skills necessary to operate computer software and ability to prepare accurate reports and documents.
- Ability to work in adverse conditions.
- Ability to maintain Arkansas state EMT certification.
- Ability to maintain personal physical fitness consistent with department standards.