

FIRE CAPTAIN

NATURE OF WORK

Performs basic supervisory duties and general firefighter tasks on an assigned shift in the Operations Division. Primary duties involve supervision of firefighters at the headquarters station and occasionally supervision of personnel at a branch station. Secondary duties involve serving as the shift fire training officer and occasionally participating in general firefighting tasks. Duties require strict adherence to department rules and regulations. Work is performed under the general supervision of an Assistant Fire Chief. Supervision is exercised most frequently over two personnel, but may be provided up to six career personnel and sporadic volunteers.

EXAMPLES OF WORK

- Ensures that firefighters clean and maintain equipment, apparatus and quarters.
- Ensures the inspection, testing, washing, hanging, and drying of fire hose. Supervises the cleaning, polishing, and testing of trucks, ladders, and auxiliary equipment and apparatus.
- Makes running assignments and assists with scheduling of personnel.
- Responds to fire calls. Provides fire suppression, ventilation, salvage and overhaul, water supply, and other various fireground operations. Frequently supervises fire suppression teams. Supervises fireground operations by serving as the incident commander, in the absence of the Assistant Fire Chief.
- Ensures the adherence of the OSHA 2-in/2-out regulations for fire operations.
- Maintains logs of all alarms and calls during tour of duty. Enters call reports into databases.
- Performs Basic Life Support (BLS) and/or Advanced Life Support (ALS) patient care, as certified and indicated. Serves as the attendant in charge of patient care, under the general supervision of the highest trained attending EMS personnel and medical protocol of the Operational Medical Director.
- Actively participates in department privacy training programs and protects the privacy of all patient information in accordance with the department's policies and procedures concerning protected health information and other patient information.
- Coordinates and ensures instruction of shift training drills including departmental classes on firefighting, hydraulics, tactical rescue, fire equipment and apparatus operation.
- Maintains fire and EMS certifications by performing hands-on skills labs and completing didactic lessons.
- Takes part in community projects. Conducts tours of the fire station for visitors, school groups, scout troops and other community organizations.
- Participates in tours of public buildings and completes pre-planning of public buildings.
- Assists fire inspectors with inspections of public buildings including businesses, schools, churches, theaters, and factories.
- Supervises the shift physical fitness program and maintains a state of physical fitness through the physical fitness training program.
- Responds to hazardous materials incidents. Establishes and follows incident command system to manage emergencies as need requires.

- Assists in classification, identification, and verification of known and unknown materials by using monitoring equipment, shipping papers, vehicle and package markings, and various resource manuals.
- Takes defensive actions to contain leaks by using dams, dikes, and pads.
- Assists spiller in notifying proper agencies, which require reporting of a hazardous materials incident.
- Assists higher trained agencies, which may be called in to assist with hazardous materials incidents as needed.
- Assists with the evacuation of populous as needed.
- Performs other duties as assigned by the Assistant Fire Chief and Fire Administration.

MINIMUM QUALIFICATIONS OF WORK

- Firefighter II, Hazardous Materials Operations, and Emergency Medical Technician – Intermediate or Emergency Medical Technician – Paramedic.
- Associate’s Degree in Fire Administration, Public Administration, Business Administration, Emergency Health Sciences, Fire Science Technology, or related field, required.
- 5 years experience in general duty full-time firefighter work of a progressively responsible nature, and any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:
 - Considerable knowledge of fire laws, ordinances, rules and regulations and department policies.
 - Considerable knowledge of modern firefighting techniques and practices.
 - Considerable knowledge of mechanical, chemical, and related characteristics of a wide variety of flammable, explosive and similar materials.
 - Thorough knowledge of the geography of the City and surrounding areas, locations of hydrants, buildings, and areas requiring special emergency applications.
 - Ability to operate, maintain, and instruct others in the use of a variety of mechanical and medical equipment.
 - Ability to wear provided personal protective and breathing apparatus.
 - Ability to learn and utilize Emergency Medical skills and terminology as required by department policy.
 - Ability to legibly write reports and enter data into a computer terminal.
 - Ability to teach others the use of fire equipment and apparatus and safely operate such.
 - Ability to work effectively in hazardous situations and remain composed at the scene of a fire.
 - Ability to observe and demonstrate safety rules.
 - Ability to learn acquired supervisory skills and supervise groups of full-time, part-time, and volunteer firefighters.
 - Ability to motivate others, lead groups, and demonstrate a high work ethic.
 - Ability to plan, coordinate, schedule, and instruct training programs.
 - Ability to understand, issue, and execute oral and written instructions, and to prepare and maintain shift logs and equipment control records.

- o Ability to deal tactfully, but firmly, with the public at the scene of a fire; to establish and maintain effective working relationship with other employees, public safety agency representatives, and the general public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; stoop, kneel, crouch, or crawl; climb or balance; reach with hands and arms; and taste or smell.

The employee must possess sufficient physical and agility capabilities to perform firefighter duties as established in the Fire Department's "Requirements for Physical and Agility Test". The employee must frequently lift or move up to 100 pounds, and regularly lift or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is regularly exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee regularly works near moving mechanical parts and in high, precarious places and is regularly exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The employee occasionally is exposed to a risk of electrical shock, radiation, and vibration. The worker may be exposed to blood borne pathogens and will be required to wear specialized personal protective equipment.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SPECIAL REQUIREMENTS

- Possession of a driver's license valid in the Commonwealth of Virginia.
- Certification in an approved Emergency Vehicle Operator Course (EVOC).
- Maintain the level of fire and EMS certification as required and compensated for by the department.
- Completion of required supervisory training.
- Associates Degree within 48 months of appointment
- Completion of minimum EMT-I within two years
- Fire Officer 1 within 12 months of appointment.

- Fire Instructor 1 within 12 months of appointment.
- Fire Officer II within 18 months of appointment.
- Virginia Fire Officer Academy Certificate within 18 months of appointment. If not accepted within 18 months a genuine attempt to apply every year until accepted.
- Must reside within 40 miles of the City.