



## FIRE CAPTAIN

<b>Department:</b>	Fire Department	<b>Pay Grade:</b>	12 (Schedule 2496)
<b>Reports To:</b>	Deputy Fire Chief/Fire Marshall	<b>Exempt (Y/N):</b>	Y
<b>Competitive (Y/N):</b>	Y		

### SUMMARY:

An employee of this class has responsibility for the supervision, discipline, and training of a fire shift and for the maintenance of apparatus and equipment at all fire stations. Responsibilities include insuring that shift is prepared to respond to various emergencies. Special duties of fire prevention may be assigned which involve fire inspections to insure fire and building code compliance and to investigate the cause of fires. Work involves the performance of a variety of firefighting and related duties, including inspection of assigned fire shift.

Duties are performed with a large degree of independence within established departmental rules and regulations, but under the general supervision of the Deputy Fire Chief/Fire Marshall and the Fire Chief. Employees of this class are expected to use initiative in performing their duties. Work is reviewed by observation of work in progress, through conferences, written reports, and accomplishment of desired objectives.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Responds to fire alarms and emergency calls which occur on shift; takes command of fire suppression or other emergency activities upon arrival until relieved by a superior officer.
- Supervises, assigns, and inspects work of fire lieutenants and other subordinates; evaluates performance of subordinates and as such the Fire Captains opinion is given considerable weight in decisions of hiring, termination, promotions and discipline.
- Supervises administrative work, such as fire reports, fire prevention inspections, station activity reports.
- Processes various types of personnel actions, approves various reports and personnel actions of the shift.
- Attends advanced fire schools and training sessions; prepares lesson plans and teaches fire prevention and firefighting methods.
- Issues and revokes burn permits.
- Performs other duties as determined by Deputy Fire Chief or Fire Chief.

### REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.)

- Thorough knowledge of the principles, methods, and equipment used in firefighting, rescue operations, and fire prevention.
- Thorough knowledge of the municipal fire laws, and City and department policies, procedures, and regulations.
- Thorough knowledge of location of streets, fire alarm phones, fire hydrants, principal buildings, and general geography of the City's fire service area.
- Thorough knowledge of hazardous materials and proper procedure in handling hazardous spills, accidents, fires, etc.
- Thorough knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.
- Thorough knowledge of fire investigation methods and techniques; and fire cause determination.



## FIRE CAPTAIN

City Manager \_\_\_\_\_

Date \_\_\_\_\_

- Considerable knowledge of plans for building construction as related to fire code compliance.
- Ability to supervise groups of individuals in suppression of fires and in other tasks.
- Ability to act quickly, effectively, and calmly in emergency situations; to assign and supervise the effective use of firefighting equipment, apparatus, and personnel; to evaluate fires, recognize dangerous situations, and use sound judgment in handling them.
- Ability to establish and maintain effective working relations.
- Ability to instruct groups of individuals in accepted fire prevention and suppression techniques.
- Ability to deal effectively with the public at emergency scenes and in instructional settings.
- Ability to understand and follow oral and written instructions.
- Ability to meet prescribed medical and physical standards; and physical strength to do prolonged and arduous work under adverse conditions.
- Ability to bend and crawl in cramped area.
- Ability to lift, carry, push, and pull heavy loads.
- Ability to react to change productively, and handle other tasks as assigned.
- Must maintain a valid Mississippi vehicle operator's license.

### **SUPERVISORY RESPONSIBILITIES:**

This position directly supervises an assigned shift within the Fire Department on a daily basis and reports directly to the Deputy Fire Chief/Fire Marshall. Because this is a supervisory position, the incumbent must maintain the same shift hours as the fire fighters assigned to his/her shift.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those the Fire Chief 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 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 occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

### **PHYSICAL DEMANDS:**

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

This position requires the use of hands to finger, handle, or feel objects, tools, or controls; talk, hear, taste, and/or smell; lift and move up to 100 pounds; is frequently required to stand, walk, sit, and reach with hands and arms; and is occasionally required to climb,



## **FIRE CAPTAIN**

balance, stoop, kneel, crouch or crawl; and lift and/or move in excess of 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

Graduation from a high school or acceptable equivalent. Completion of five (5) years' service in a fire department with a minimum of two (2) years as a Lieutenant or higher position and satisfactory performance evaluation by Supervisor. Volunteer Fire Department experience will be credited for no more than one-half of that time.

### **TOOLS AND EQUIPMENT USED:**

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, cell phone, and personal computer.

### **CIVIL SERVICE MINIMUM QUALIFICATIONS** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.