

FIRE CAPTAIN

Position Code: 2501
WC Code: 7710
FLSA Status: Non-Exempt
Pay Grade: 355
Location: Fire
Approval Date: 2017

General Statement of Duties

Performs difficult public safety and supervisory responsibilities in the activities in the fire station on an assigned shift.

Distinguishing Features of the Class

An employee in this class supervises and participates in the 24-hour operations of fire suppression personnel and operations at the fire station on an assigned shift. The employee leads employees assigned to the squad and is subject to call-back response. The employee coordinates maintenance of station apparatus, equipment, and facilities, and completes fire reports. Other duties include coordinating various projects for the department requiring coordination of staff. Work requires that the employee stay abreast of state-of-the-art fire and rescue procedures, techniques, and equipment and requires the employee to incorporate the necessary changes in-service training. Considerable independence, judgment, and ability to make effective decisions under pressure is required in all aspects of work, particularly in directing staff in fire calls. The employee is subject to the hazards associated with firefighting and rescue work including working in inside and outside environments, working at heights, in extreme hot and cold temperatures, loud noise, vibration, moving parts, electrical current, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. Employees are also subject to the final OSHA standards on blood borne pathogens. Work is performed under the general supervision and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of fire calls completed.

Duties and Responsibilities

Supervises fire personnel assigned to station on the shift and on assigned squad.

Responds to major alarms and directs firefighting operations as required or until arrival of the incident commander.

Inspects personnel, station, and equipment for proper appearance and condition.

Counsels fire suppression personnel in fire operations performance; conducts performance evaluation conferences; recommends disciplinary actions when required.

Prepares reports on fire training activities; prepares fire reports on incidents and response; prepares pre-fire plans and participates in conducting fire inspections.

Assists in maintaining equipment in good operating condition; assigns, supervises, and participates in routine maintenance tasks related to equipment, stations, and grounds.

Coordinates various projects requiring organization of staff such as hose testing, pumper testing, hydrant maintenance, smoke detector program, etc.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of modern methods of combating fires and of the use and maintenance of firefighting equipment.

Thorough knowledge of departmental rules and regulations.

Thorough knowledge of the physical layout of the Town and related facilities.

Ability to effectively plan, prepare, and conduct in-service training on firefighting and equipment operations for public safety personnel.

Ability to provide coaching, technical advice, and training of employees and to supervise the station and incident scene in the absence of higher supervision.

Ability to maintain effective working relationships with employees and members of the public.

Ability to make sound judgments in emergency situations.

Ability to maintain physical fitness standards as required to perform assigned work.

Physical Requirements

Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, walking, talking, and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity to size up the color, volume, and extent of fire involvement in structures, to operate heavy fire apparatus in emergency situations, and to prepare manual and computerized records and reports.

Minimum Education and Experience

Graduation from high school and a minimum of thirty (30) credit hours at a community college in a Fire Protection Technology program, supplemented by completion of courses and seminars in fire service; and three to five years of experience as a Fire Engineer; or an equivalent combination of experience and education.

Special Requirements

Possession of a valid North Carolina class B driver's license.

Possession of a North Carolina Firefighter II certification.

Possession of North Carolina Emergency Medical Technician or higher.

Possession of a Fire Inspector level I certification.

Possession of NIMS 100,200,300,700,800 certifications.

Possession of Emergency Vehicle Driver certification.

Possession of a North Carolina Driver/Operator certification.

Possession of a North Carolina Aerial certification.

Possession of a North Carolina General Instructor Level II certification.

Ability to obtain North Carolina Fire Officer I certification within one year of appointment.