

FIRE CAPTAIN

General Statement of Duties

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

Distinguishing Features of the Class

An employee in this class supervises and participates in operations at the fire station on an assigned shift. The employee leads the shift in emergency response including immediate supervision in fire staff inside structures, in emergency medical response, and in the daily cleaning and maintenance activities including apparatus and equipment maintenance, station and grounds maintenance, and related activities. Other duties include supervising and participating in preparation of fire reports; and various projects for the department requiring coordination of staff. Work requires that the employee stay abreast of state-of-the-art fire, hazardous materials, and rescue procedures, techniques, and equipment and requires the employee to incorporate the necessary changes into in-service training. Judgment and ability to make effective decisions under pressure are required, particularly in directing staff in incident response. The employee is subject to the hazards associated with incident response 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 general supervision and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of incident response.

Duties and Responsibilities

Essential Duties and Tasks

Provides supervision in the emergency response and station maintenance activities on an assigned shift; supervises and participates in the daily activities of equipment, apparatus and station maintenance activities.

Leads and participates in incidence response operations as required or until arrival of the incident commander; leads in response to structural, vehicle, or brush fires; emergency medical services; hazardous materials response/mitigation; technical rescue including vehicle/machinery rescue, confined space rescue, trench structural collapse rescue, high/low angle rope rescue and water rescue.

Plans, organizes and coordinates various in-service training programs.

Prepares reports on incidents and response; prepares and maintains records of pre-incident plans; may participate in fire prevention inspections and related record-keeping.

Coordinates various projects requiring organization of staff such as training, equipment maintenance, safety, hose testing, pumper testing, communications equipment maintenance, hydrant maintenance, etc.

Participates in providing educational programs, tours, and information to the public.

Participates in planning, coordinating and conducting staff training; conducts performance coaching and evaluation; recommend disciplinary actions.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of modern methods of fire suppression, incidence response, and of the use and maintenance of related apparatus and equipment.

Thorough knowledge emergency medical first responder level response.

Thorough knowledge of departmental rules and regulations.

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

Considerable knowledge of required technical rescue methods.

Knowledge of the application of information technology to fire service and management.

Working knowledge of modern supervisory principles of motivation, leadership, communications, conflict resolution, and performance development.

Working knowledge of Town personnel and purchasing policies and procedures.

Working knowledge of fire prevention programs and methods.

Skill in collaborative conflict resolution, team building and internal and external customer service excellence.

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

Ability to provide coaching, technical advise, and training of employees.

Ability provide leadership and inspire calm control while supervising emergency incident scenes.

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

Ability to make sound judgments in emergency situations.

Ability to prepare and maintain a variety of records and reports.

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, 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 records and reports.

Desirable Education and Experience

Graduation from a community college with a degree in fire science of related field supplemented by advanced courses and seminars in fire service and supervisory principles and practices; and considerable experience of an increasingly responsible nature in the fire service; or an equivalent combination of experience and education.

Special Requirements

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

Possession of Firefighter II and Driver Operator/Pumps certification.

Possession of Emergency Vehicle Driver certification.

Possession of EMT first responder certification.

Possession of Fire Officer I certification.

Ability to obtain other certifications as required by the Town.

Beaufort
2022

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.