

## **FIRE CAPTAIN DENISON FIRE DEPARTMENT**

### **GENERAL DESCRIPTION**

The purpose of the position is to supervise, coordinate and participate in the activities of firefighting crews at all incidents, including but not limited to fires, hazardous material incidents and rescue operations; to ensure the accurate and complete documentation of all assigned activities; and to perform related administrative, supervisory and technical work as required.

This position works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities through periodic meetings. Fire Captain may be responsible for an engine or truck company and may supervise an entire department's activities in the absence of a higher ranking supervisor.

### **ESSENTIAL TASKS**

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.

Supervises, coordinates and participates in firefighting, rescue and hazardous materials incident Response.

Fire Captain supervises subordinate personnel through the chain of command; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; and recommending and implementing employee discipline.

Reviews the work of subordinates for completeness and accuracy; offers advice and assistance as needed.

Participates in training and may lead training activities.

Inspects personnel, apparatus, equipment and stations for compliance with established SOGs and standards of safety.

Assumes command of fire calls and department in the absence of a superior officer.

Responds to fire alarms; may assume Incident Command or other command roles; determines the nature and extent of fires, condition of building, danger to adjacent buildings and source of water supply; may make decisions regarding fire suppression methods to be used; directs firefighting work until relieved by superior officer; supervises and participates in the laying of hose lines, directing of water streams, placing ladders, ventilating buildings, setting up RIT, supervising special operations and completing salvage operations.

Participates in rescue operations and the administration of emergency first aid and CPR.

Documents all fire and other emergency incidents and responses.

Supervises and participates in the maintenance of assigned fire apparatus, equipment, buildings and grounds; ensures all assigned fire apparatus and equipment are in a constant state of readiness for emergency response.

Receives and responds to public inquiries, complaints and requests for assistance regarding areas of responsibility.

Attends training, conferences, seminars, and meetings to remain knowledgeable of modern fire suppression methods and administration; maintains required certifications.

Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, attending and conducting meetings, answering the telephone, etc.

## **ESSENTIAL DUTIES**

Will attend one, approved, out of town fire related training every two years.

Will be key part of the leadership team.

Will manage and lead specific areas of operation within the fire department as assigned by the Chief.

## **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

### **DATA INVOLVEMENT:**

Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope.

### **PEOPLE INVOLVEMENT:**

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

### **INVOLVEMENT WITH THINGS:**

Requires supervising the activities of those operating or repairing complex machinery or equipment that requires extended training and experience, such as fire engines, fire suppression / rescue equipment.

### **REASONING REQUIREMENTS:**

Requires performing supervisory work involving policy and guidelines, solving both people- and

work-related problems. Must be able to prioritize multiple simultaneous problems and demands for resources.

**MATHEMATICAL REQUIREMENTS:**

Fire Captain must be able to calculate fire flow requirements for engines and height and reach requirements for aerial apparatus. Individual must be competent in basic computer skills including word processing, spreadsheet applications, and fire incident reporting information systems.

**LANGUAGE REQUIREMENTS:**

Job requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form. Fire Captain must be able to communicate using radio equipment.

**MENTAL REQUIREMENTS:**

Job requires doing specialized technical or entry-level professional work requiring general understanding of operating SOGs and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention for accurate results and occasional exposure to unusual pressure. Job requires decision making under stress and following and implementing orders under stress. Management of personnel performing in-station duties includes setting of priorities and meeting multiple simultaneous objectives through personnel. Job requires decision making under stress and following and implementing orders under stress.

**SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid state driver's license.

Must possess IFSAC or ProBoard Firefighter I and II, Haz Mat Operations, Incident Command 300, CPR and First Aid certifications.

May be required to obtain other technical or professional certifications as deemed necessary by supervisor.

**EXPERIENCE REQUIREMENTS:**

Minimum 5 years of progressive fire service experience including supervisory and administrative duties.

**PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires heavy work that involves walking, standing, climbing, balancing, stooping, crouching, crawling, kneeling, reaching, and lifting, pushing or raising objects, exerting between 50 and 75 pounds of force on a recurring basis and over 100 pounds of force on a frequent basis. Fire Captain must be capable of wearing respirator per OSHA regulations and other personal protective equipment as deemed necessary.

**ENVIRONMENTAL HAZARDS:**

The job may risk exposure to fire hazards, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, airborne particles, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, explosives.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception and field of vision, hearing and speaking ability, color perception, odor perception. Fire Captain must be able to detect audible and visual signals related to operation of fire apparatus and fire protection signaling systems.

**JUDGMENTS AND DECISIONS:**

Responsible for actions of others, requiring almost constant decisions affecting co-workers, fire victims or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine. Job requires decision making under stress and following and implementing orders under stress.