

FIRE CAPTAIN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To supervise and coordinate the activities and operations of an assigned shift and/or program within the Fire Department; to ensure the readiness of personnel, apparatus, and equipment for fire suppression operations; to respond to fire and other emergency calls; to formulate and implement fire training and instruction programs; to conduct fire fighting and emergency medical drills; and to perform other duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned Fire Division Chief.

Exercises direct supervision over subordinate staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Coordinate the organization, staffing and operational activities of an assigned shift within the Fire Department; ensure the readiness of personnel, apparatus and equipment for fire suppression operations.
2. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. Direct, coordinate and review the work plan for assigned services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
4. Respond to emergency calls to protect life, property and the environment; assess situation and assume control at emergency scenes until relieved; perform fire fighting and emergency medical response duties.
5. Maintain records and prepare reports on daily suppression operations, emergency incidents, and training operations.
6. Inspect apparatus, hoses, equipment and company quarters; assign personnel to maintenance duties as required; conduct final inspection.
7. Conduct continuous training in fire suppression; drill and instruct personnel in the use of hoses, nozzles, ladders and other fire fighting equipment; enforce mandatory physical training program guidelines.
8. Conduct public education programs on fire prevention; program areas include fire prevention, first aid, CPR and fire safety training.
9. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
10. Conduct fire safety inspections of commercial premises; enforce fire and building codes and safety regulations.
11. Maintain medical equipment supply and inventory; budget, evaluate and purchase new medical equipment.

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12. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
13. Provide staff assistance to assigned Fire Division Chief; prepare and present staff reports and other correspondence as appropriate and necessary.
14. Coordinate assigned activities with those of other divisions and outside agencies and organizations.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, prevention and emergency medical response.
16. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a fire department.

Principles, practices, methods and techniques of modern fire suppression, prevention and emergency medical response.

Emergency medical care knowledge and skill.

Operational characteristics of fire suppression and emergency medical apparatus and equipment.

Methods and techniques of conducting fire safety inspections.

Methods and techniques of training and instruction.

Potentially hazardous facility, material and situation recognition.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Geography and street layout of City and surrounding area.

Office procedures and methods including computer equipment and supporting word processing and spreadsheet applications.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Supervise, direct and coordinate the work of lower level staff.

Supervise, train and evaluate assigned personnel.

Interpret and explain City fire suppression policies and procedures.

Oversee and participate in fire fighting and emergency medical response activities.

Direct fire personnel at emergency scenes.

Operate and maintain fire fighting and emergency medical apparatus and equipment.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Coordinate and conduct fire training programs.

Prepare clear and concise administrative and technical reports.

Respond to requests and inquiries from the general public.

Operate office equipment including computer equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Completion of an Associate's degree, or equivalent of education and experience, supplemented by college level course work in fire science or a related field.

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Experience:

Five years of increasingly responsible fire suppression experience.

License or Certificate

Possession of an appropriate, valid driver's license issued by the State of Oregon.

Possession of an Emergency Medical Technician B or higher certificate.

Possession of NFPA Fire Officer I and NFPA Driver/Pumper Operator certificates.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Position requires that the individual be capable of meeting the 13 essential job tasks listed in Chapter 5, NFPA 1582 "Standard on Comprehensive Occupational Medical Program for Fire Departments" 2007 Edition. This standard may be reviewed online at www.nfpa.org.

Environment: Office setting with travel to emergency rescue and/or fire fighting incidents; exposure to noise, dust, grease, smoke, fumes, gases and extreme heat; work at heights on ladders; work with water.

Mobility: Incumbent may be required to maintain physical condition necessary for standing and walking for prolonged periods of time; heavy or moderate lifting; bending, stooping, kneeling, crawling; climbing with both legs and arms; operating motorized equipment and vehicles.

Vision: Vision sufficient to distinguish objects in limited visibility; to read small print, computer screens and printed documents.