

Jurisdictional Class: Competitive  
Adopted: May 9, 1991  
Revised: May 23, 2016

## **FIRE CAPTAIN**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class are charged with the responsibility of directing the overall activities of a fire company at fires and in the station. A Captain has complete charge of operations at the scene of a fire in the absence of or pending the arrival of a superior officer. The work is performed under the general supervision of the Fire Chief and Assistant Fire Chief. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises the work of firefighters at scenes of fire and in stations;  
Assigns staff to lay out and connect hose lines and nozzles, turn water on and off, raise ladders, and ventilate buildings;  
Responds to all alarms assigned to the company while on duty;  
Completes pre-incident fire plans of buildings and submits to Assistant Fire Chief or Fire Chief;  
Completes and maintains administrative documents and reports for designated platoons;  
Inspects property at the scene of a fire to prevent re-ignition and inspects buildings and premises for fire hazards;  
Inspects equipment, grounds, and the station to insure proper order and condition;  
Inspects buildings and premises for fire hazards;  
Maintains discipline and enforces rules and regulations at the company level;  
May be required to operate and drive engine or ladder trucks when necessary;  
May assist in the training and/or drills as needed by the Battalion Fire Chief;  
May maintain policies, standard operating procedures and guidelines in the absence of the Assistant Fire Chief;  
Makes daily reports on personnel and activities and completes other documents as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of modern firefighting and fire prevention methods;  
Good knowledge of the municipality's fire prevention laws and ordinances;  
Good knowledge of the geography of the municipality;  
Good knowledge of first aid methods;  
Good knowledge of safety precautions involved in firefighting;  
Working knowledge of department administration;  
Ability to recognize fire hazards;  
Ability to get along well with others;  
Ability to plan and supervise the work of others and to maintain discipline;  
Ability to prepare oral and written reports;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** One (1) year of successful experience as a Fire Lieutenant or eight (8) years experience as a Firefighter.