

# **FIRE CAPTAIN**



<b>DEPARTMENT:</b>	Fire
<b>REPORTS TO:</b>	Fire Chief
<b>DIRECTLY SUPERVISES:</b>	Part-time and Full-time Firefighters, Drivers, and Paramedics
<b>BARGAINING UNIT:</b>	IAFF Local #575, Captains Non-exempt Position
<b>DATE APPROVED:</b>	November 2008

## **SUMMARY:**

Directly supervises part-time and full-time firefighters, firefighter drivers, and paramedics. Ensures a state of readiness designed to protect the lives and property of the residents of the City of Winona from the adverse effects of fire, sudden medical emergencies, or exposure to dangerous conditions created by either man or nature.

This is supervisory and skilled firefighting, fire prevention, EMS, rescue work, and departmental documentation and reporting. Work involves the responsibility for the specific supervision and the actual training of all fire suppression personnel, the maintenance of firefighting equipment, apparatus and buildings, and the recording of assigned departmental documentation including scheduling, daily log journals, timesheets, and fire run reports. The captain supervises and participates in public education activities. At any emergency or fire, the captain is responsible for the supervision of all firefighting, rescue and EMS activities, the safety of the firefighters and for the effective and efficient extinguishing of a fire or remedying an emergency until relieved of command by a higher ranking officer. Captains are required to perform strenuous work, often under hazardous conditions. The Captain is also responsible to establish a "unified command structure" at multi-agency incidents, or take command thereof. Work is performed in accordance with department standards and rules.

## **ESSENTIAL FUNCTIONS OF THE JOB:**

### **A. Acts as Firefighter:**

- Responds to fire alarms with a company; operates pumps, aerial ladders, and auxiliary equipment; lays and connects hose, hold nozzles and directs water streams, raises and climbs ladders; uses chemical extinguishers, bars, hooks, lines and other equipment.

- Responds to emergency medical calls, performs, life saving procedures such as C.P.R., also performs all other emergency medical services within the scope of the individual's training. Specialized training – vehicle extrication – mass casualty training and operations.
- Responds to hazardous material incidents and attempts corrective actions within the scope of the individual's training and personal protective equipment.

**B. Supervises fire suppression and other emergency response activities:**

1. Responds to fire or any emergency alarms; makes decisions as to methods of combating fires; directs firefighting and emergency work until relieved by a superior officer. Responds to EMS calls, supervises and participates in rendering medical aid. Examples include life safety, fire suppression (including mutual aid), property preservation, emergency medical emergencies (including use of automatic external defibrillators), situations involving entrapment requiring extrication, high and low level rescue, confined space rescues, hazardous material incidents, mass casualty incidents, water rescue, ice rescue, trench rescue, and swiftwater.
2. Commands firefighters in performing tactical fire ground operations.
3. Commands firefighters in performing tactical rescue operations.
4. Responsible for initial size-up and initial report and/or assuming command of event
5. Responsible for initiating the incident command sequence.
6. Application of sound judgment based on fire experience in mitigating emergencies.
7. Responds to EMS calls, supervises and participates in rendering medical aid.

**C. Supervises career and part-time firefighting personnel.**

1. Monitors and documents the performance of career and part-time firefighter personnel.
2. Establishes work priorities.
3. Assigns work schedules to firefighters.
4. Oversees facility maintenance.
5. Trains career and part-time personnel.
6. Works with Assistant Fire Chief in establishing training schedules and programs for part-time personnel.
7. Conducts employee evaluations of both career and part-time personnel.

- D. Responsible for a variety of departmental documentation.
  - 1. Prepares station and company log books.
  - 2. Prepares company run reports.
  - 3. Prepares training records and monitors training needs and progress.
  - 4. Issues reports of suspected arson, violations of fire codes or ordinances.
  - 5. Prepares firefighter timesheets
  - 6. Complete accident reports and “close call” reporting
  
- E. Emergency response planning.
  - 1. Conducts research for the development of building pre-plans.
  - 2. Conducts company building fire prevention inspections and familiarization.
  - 3. Assist Fire Prevention Bureau with occasional fire inspections and other related duties.
  
- F. Performs other work as assigned.
  - 1. In the absence of a senior officer, fill in that position as needed.
  - 2. Take charge of a fire ground scene and execute appropriate action with due regard for the safety of personnel.
  - 3. Assist in determining training priorities of emergency response personnel.
  - 4. Public Education: Conduct demonstrations to present fire safety and emergency techniques to the public. Examples include: station tours, fire safety demonstrations (including school visits), fire extinguisher demonstrations, Jaws of Life demonstrations, participate at community expositions.
  - 5. May be temporarily assigned responsibility for administering selected programs on a department-wide basis involving training programs, specialized equipment, select training and maintenance or other special projects.
  - 6. Supervises and participates in a departmental physical fitness program.
  - 7. Performs other tasks as necessary, required, or directed by higher ranking officers.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises Firefighters, Firefighter/Drivers and Part-time Firefighters for the City of Winona. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include assigning work, direct work, evaluate performance, discipline for just cause, suspend for just cause, reward, transfer, and adjust grievances. May effectively recommend hiring, promotion, discharge and demotion. May supervise Fire Lieutenant and Fire Inspector at emergency operations until Fire Lieutenant or Fire Inspector is able to conduct investigation.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***EDUCATION AND EXPERIENCE:***

- Completion of the 12th grade and hold diploma or certificate of equivalency
- EMT Certification is required
- Training in fire suppression, rescue work, emergency medical practices and procedures is necessary for the position
- A mechanical aptitude is desired
- Maintain a degree of physical fitness
- At least four years previous experience as a career driver and/or firefighter is required

***LANGUAGE SKILLS:***

- Ability to prepare reports and correspondence
- Ability to articulate orders both daily and under duress
- Ability to give verbal presentations and speeches
- Ability to read and interpret documents and procedural manuals
- Ability to effectively conduct training sessions

***MATHEMATICAL SKILLS:***

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates, ratios and percentages
- Ability to perform hydraulic calculations
- Ability to perform calculations relative to size up of incidents (volume, square footage, foam application)

***OTHER SKILLS AND ABILITIES:***

- Knowledge of modern firefighting, EMS and rescue principles, practices and methods
- Knowledge of the operations and maintenance of the various types of apparatus and equipment used in firefighting, EMS and rescue activities, together with the ability to supervise the effective use of such equipment and apparatus
- Knowledge of departmental policies, rules and regulations and of fire prevention methods

- Knowledge of emergency medical practices and procedures and skill in application
- Knowledge of the principles and practices involved in instructing and training firefighters, together with the ability to apply them to specific training problems
- Thorough knowledge of city streets, addresses and water mains
- Ability to lead people effectively, maintain discipline, accept lines of authority, promote harmony and cooperate with other officers and firefighters
- Ability to maintain accurate records and prepare reports
- General knowledge of computer operations
- Ability to review and interpret building plans
- Considerable knowledge of methods, techniques, tools, materials and equipment used in building construction

***CERTIFICATES, LICENSES, REGISTRATIONS:***

- State Firefighter II Certification required
- EMT Certification is required
- Valid Driver's License

**MINIMUM QUALIFICATIONS:**

- Completion of the 12th grade and hold diploma or certificate of equivalency
- EMT Certification is required
- Training in fire suppression, rescue work, emergency medical practices and procedures is necessary
- At least four years previous experience as a career driver and/or firefighter is required
- Valid Driver's License

**PHYSICAL DEMANDS:**

The physical demands described here 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 the essential functions.

While performing the duties of this job, which include, but are not limited to fighting fires while wearing S.C.B.A.; rescue work including extrication; high and low level rescue; lifting patients; lifting heavy equipment including hose, fans, portable pumps and ladders; physical fitness training; building maintenance; and apparatus maintenance, the employee may be required to occasionally sit, climb or balance, stoop, kneel, crouch or crawl, and reach with hands and arms; frequently may be required to stand, walk, talk or hear, and use hands to finger, handle or feel; and frequently may be required to taste or smell. Employee may regularly be required to lift up to 50 pounds; frequently lift up to 100 pounds, and occasionally be required to lift more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, which include, but are not limited to, firefighting, emergency medical incidents, hazardous material reposes, high and low level rescues, ice rescues, water rescues, confined space rescues, and entrapment including vehicle extrications, the employee is occasionally exposed to wet, humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold (non-weather); extreme heat (non-weather); risk of electrical shock; work with explosives; risk of radiation; and vibration.

The noise level can be very loud.