
Section: 1.5.5 Position Description: Fire Captain

Effective Date: 01/01/2007

Reports To: Assistant Chief of Operations

Revision Date: 09/06/2017

Approved by: Fire Chief 09/06/2017

OBJECTIVE

Supervises fire suppression and rescue/EMS shift personnel. Performs and directs rescue, firefighting, training, equipment and facility maintenance, and assigned prevention work to effectively protect and save life and property.

ESSENTIAL JOB FUNCTIONS

1. To respond on or off duty to fire calls and/or emergencies as directed.
2. Responds to fires, alarms, and rescue calls while on duty. Directs the positioning of fire apparatus and other equipment, evaluates the situation and determines the best approach, and requests additional help, if necessary, including mutual aid.
3. Directs incident response and performs firefighting and rescue work in a safe and efficient manner. Develop and implement safe and effective incident objectives. Effectively perform the duties of the Department representative in an Emergency Operations Center.
4. Supervise and assist in salvage and overhaul operations.
5. Determines the cause and origin of the fire and completes required reports, in cooperation with Fire Investigators.
6. Supervise/delegates and assist in the clean-up & readiness of equipment. Includes refueling vehicles, refilling water tanks, recharging air tanks and extinguishers, washing trucks and hand tools, drying and reloading hose, and other work needed to return vehicles and equipment to ready status. Supervise and assist in the inspection, maintenance and repair, as necessary of all fire-related equipment.
7. Supervise and assist in maintenance and housekeeping duties. Assign work and follow up to ensure proper completion and optimum utilization of personnel.
8. Assist in fire prevention duties. Conducts or delegates as directed pre-incident planning of multi-family, and commercial occupancies. May assist Fire Marshal and/or Fire Inspectors as needed with multi-family, commercial, and other public inspections and code enforcement activities. May also assist with various fire safety or training programs for schools, apartments, assisted living facilities, etc.
9. Assist in fire and EMS training duties. Develop, instruct, and supervise fire and EMS training drills as assigned. Remain current on department policies and practices, as well as recognized practices within the fire and EMS services. Organize and conduct informal on-shift training sessions, in addition to the training assigned by the Training Division. Plan and/or support training to ensure physical and cognitive proficiency in all functions, as it relates to shift personnel and positions.
10. Provide direction and assist in the development of subordinates. Assists and guides subordinates as needed, provides assigned instruction, and recommends developmental steps. May conduct transfers, assign work tasks, shift coverage (including the processing of overtime), rewards and promotional process.

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11. Ability to resolve the determination of step one grievances. Write and sign letters of oral & written reprimands. Suspend and authorize the removal of an employee from payroll in the absence of a chief officer. Approve time records, vacation, sick leave and trade requests. Ability to lead, motivate and inspire people to maintain discipline, competency, teamwork, and morale within the workforce.
12. Maintain individual firefighting skills including physical conditioning. Stay abreast of developments in the fire field and changes in related laws and ordinances.
13. Keep superior fire department officers advised of fire suppression developments and perform other duties as assigned. Keep superior fire department officers advised on department operations & personnel.
14. Communicate in a professional manner to all public inquiries and complaints. Keep superior Fire Department officer advised of all complaints received.
15. Conduct interviews and recommend firefighter candidate for employment. Complete & sign employee probationary evaluation forms.
16. Conduct performance evaluations.
17. Complete personnel reports, fire reports, and such other routine and special reports as required, and be held accountable for the accuracy thereof.
18. At all times, maintains due regard for the safety and welfare of all personnel.

KNOWLEDGE, SKILL AND ABILITIES

1. Ability to lead a group of professionals and maintain morale.
2. Considerable knowledge of principles, practices, methods, techniques, equipment, tools, and sciences as they apply to firefighting, rescue and EMS.
3. Ability to effectively direct firefighters and maintain a quality working relationship with co-workers, superiors, and subordinates.
4. Considerable knowledge of the principles and practices of leadership, supervision and training. Ability to safely manage an emergency incident.
5. Ability to establish and maintain effective working relationships with others.
6. Ability to clearly express oneself, both orally and in writing.
7. Ability to maintain a positive attitude and represent the department in high regard. Establish and maintain effective team focus.

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8. Ability to maintain and expand knowledge base of leadership, and firefighting skills as required.
9. Firefighter requirements.

QUALIFICATIONS**Minimum:**

1. All qualifications of the position of a SMFD Firefighter as outlined by Section 1.5.7.
2. Company Officer Certificate from an accredited educational institution; or an equivalent combination of education (as outlined by Section 1.5.0 Position Training Requirements) and experience.
 - **NOTE: Beginning January 1, 2021, an associate degree in fire science, fire protection, public or business administration or a related field from an accredited educational institution will be the minimum educational requirement. Applications will be accepted without an associate degree, but the degree must be obtained prior to promotion to Captain.**
3. Minimum of five years of experience as a South Metro Firefighter, at time of application.

Desired:

1. Associate or bachelor's degree in fire science, fire protection, public or business administration, or a related field from an accredited educational institution.
2. Completion of significant studies from the National Fire Academy with a focus in leadership and incident management.

The South Metro Fire Department does not discriminate on the basis of disability in the admission to, or treatment, or employment in, its services, programs, or activities.