



## **FIRE CAPTAIN JOB DESCRIPTION**

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY:**

To assist in the supervision of an assigned fire company at a signal station in active firefighting and rescue operations within the fire agency; to provide supervision in response to fire alarms, medical emergencies, hazardous materials incidents, and other calls; to participate in fire prevention training activities, station maintenance, and other station activities and operations; and perform other duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Fire Chief and Deputy Fire Chief. Exercises functional and technical supervision over subordinate staff members.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

May include, but are not limited to, the following:

- Assists in the implementation of goals and objectives, assists the Fire Chief and Deputy Fire Chief in establishing schedules and methods for assigned shifts, and implements policies and procedures.
- Assigns, supervises, and reviews the work of staff involved in firefighting, rescue, and emergency medical activities.
- Evaluates operations and activities of assigned responsibilities, recommends improvements and modifications, and prepares various reports on operations and activities.
- Participates in budget preparation and administration, submits justifications for needed equipment, and assists in monitoring and controlling expenditures.
- Participates in providing or coordinating staff training, works with employees to correct deficiencies, and implement discipline procedures.
- Assumes responsibility for all equipment or assigned apparatus.
- Responds to emergency calls in accordance with agency policy and safely and effectively drives fire apparatus to fire scenes as needed.
- Responds to emergency calls to protect life and property, fight fires, provides medical assistance, and performs rescue operations.

- Assumes the duties of the deputy chief in his/her absence, directs firefighting and rescue operations in this capacity, and assumes responsibility for assigned firefighting personnel.
- Participates in drills and other training activities and provides training to subordinates in fire suppression.
- Assists in maintaining assigned fire station, participates in cooking and cleaning activities, and oversees the completion of minor building repairs and maintenance as necessary.
- Performs a wide variety of minor mechanical modifications, installations and repairs and ensures equipment is cleaned and maintained according to agency policies.
- Conducts fire prevention inspections and attempts to educate the general public in fire prevention methods; conducts station tours and fire safety demonstrations for schools, churches, and other community organizations; and assists with pre-fire planning as directed by the Fire Marshal.
- Delegates duties as needed.
- Ensures all behaviors comply with the City's policies and procedures and Department SOG's.
- Performs other duties as assigned.

### **MINIMUM JOB REQUIREMENTS:**

Must meet the minimum qualifications of a Firefighter and must possess the following:

- Minimum eight (8) years' experience as a full-time paid firefighter.
- Minimum two years' full-time experience acting as a Driver Engineer or higher for the Ovilla Fire Department or five years' full-time experience as a Driver Engineer or higher for another full-time fire department.
- Equivalent to the completion of the twelfth grade, completion of thirty college semester hours, and/or completion of 96 NFA hours.
- Must possess and maintain at minimum the following throughout the course of employment:
  - Valid Class B Texas driver's license and acceptable driving record
  - Certified Texas DSHS Emergency Medical Technician Basic or higher
  - Certified TCFP Structural Firefighter Intermediate or higher
  - Certified TCFP Driver Operator Pumper
  - Certified TCFP Fire Officer II
  - Certified TCFP Fire Instructor II
  - Certified TCFP Incident Safety Officer
  - NIMS 100, 200, 300, 400, 700, 800
  - Certified Basic Arson Investigator and/or Basic Fire Inspector or higher certification (preferred)
  - Certified Texas DSHS Emergency Medical Technician – Paramedic (preferred)

To perform the responsibilities of this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

### **Knowledge of:**

Rules, regulations, and operational procedures of the fire department related to modern firefighting activities. Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices, and facilities. Principles and practices of lead supervision and training. Principles, methods, and practices of modern fire prevention management. Pertinent federal, state, and local laws, codes and regulations. Mechanical, chemical, and related characteristics for a wide variety of flammable and explosive materials and objects. Principles and practices of budget preparation and administration. Local geography, including the location of streets, water mains and hydrants, and the major fire hazards of the city. Modern firefighting methods, first aid, and life saving techniques.

**Skills/Ability to:**

Perform duties under minimal supervision. Ability to be punctual and attend work regularly. Demonstrate effective communication of ideas both verbally and in written form using the English language. Maintain good physical condition and appearance and present a good public image. Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which include the following: be able to listen in person and over the telephone; communicate orally; use hands and fingers to handle, feel or operate equipment; run, walk, crouch or crawl during emergency operations; climb stairs/ladders; transport equipment and injured/deceased persons; walk, stand, or sit for extended periods of time; lift, drag, carry, pull or push heavy equipment; perform lifesaving and rescue procedures; operate assigned equipment; perform the routine functions of a calculator and personal computer. Effectively deal with personal danger which may include exposure to hazards of emergency driving; natural and man-made disasters; hazards associated with high temperatures caused by fires and extreme cold; dangers of working at extreme heights; hazards associated with extreme and constant noise; dangers associated with mechanical, electrical, or chemical fires; and hazardous materials, explosives, radiation, toxic waste, and toxic gases. Work extended hours, beyond the scheduled shift as a result of operational necessities. Perform multiple tasks simultaneously; accurately and efficiently; and be flexible as priorities change. Operate department vehicles in a safe and effective manner. Ability to learn new skills and techniques. Pay strong attention to detail. Effectively interact with coworkers to accomplish work. Work in a stressful environment and get along with the public and co-workers. Show independence and autonomy. Make quick, reasonable and sound decisions in stressful situations. Effectively meet deadlines. Maintain licenses and certifications. Ability to accept responsibility and account for his/her actions. Understand and follow City/Departmental policies, rules and regulations and carry out oral and written instructions. Assist the fire marshal with the investigation of fires to determine origin and cause. Plan, organize, coordinate, facilitate, train, correct, support and evaluate the work of subordinate personnel. Properly interpret and make decisions in accordance with laws, regulations, policies and organizational philosophy. Prepare and maintain a variety of records and reports. Motivate employees to work efficiently and effectively. Provide positive leadership for the City, department, community and fire service profession.

By my signature, I acknowledge the content of this job description, accept the responsibility, and understand the criteria for future work performance appraisals.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date