

# **JOB DESCRIPTION: CAPTAIN**

## **PURPOSE**

A Captain is in the command at the scene of an incident until relieved by a superior officer. Captains are responsible for proper placement of equipment and assignment of personnel. A Captain leads in the performance of physical tasks involved in fire fighting and a high degree of responsibility for the protection of life and property; a Captain has authority to make recommendations to superior officers such as action to hire, promotion, discharge, direction, or discipline of his/her subordinates; a Captain has the responsibility of directing the effectuation of management policies and practices to the Fire Department.

The work may involve responsibility for the maintenance of station equipment and the fire station. Duties require working knowledge of fire fighting, rescue, and other emergency response practices, and ability to plan and direct the work of firefighters under hazardous conditions.

## **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

Listed below are representative descriptions of the kinds of essential duties and responsibilities that this position includes:

- Performs all of the illustrative examples of work of the ranks of Lieutenant, Firefighter, and Training Officer.
- Supervises and evaluates that work of subordinate ranks of personnel.
- Develops policies and guidelines, rules and regulations as directed.
- Acts as Training Officer for department
  - Plans, organizes, directs, and controls the training programs of the Department
  - Maintains all Training Records
- Supports Fire Chief in administrative projects and programs.
- Performs specific duties as assigned by the Fire Chief
- Responsibilities:
  - Required to maintain discipline among subordinates under jurisdiction.
  - Required to maintain a level of physical conditioning that allows member to meet the physical and mental demands of the job.
  - Must set an example to the firefighters. This includes attending meetings, training, and his/her behavior at emergency operations and Fire Department activities.
  - Will have the responsibility to ensure the safety of all firefighters and make sure all operations are executed in a safe manner.
- Experience:
  - Requires extensive experience as a Lieutenant to the degrees that the Captain can lead, instruct, train and motivate subordinate firefighters.

- Requires extensive knowledge of Department equipment and apparatus.
- Requires considerable knowledge of Department rules, regulations, policies, and guidelines.
- Requires extensive knowledge of geography, streets, landmarks, and buildings within the District and surrounding areas.
- Firefighter II certification preferred