

Fire Captain

Department: Fire Department

Salary Classification: Hourly

Supervisor: Fire Chief

FLSA Status: Non-Exempt

Revision Date: 3/6/2023

NCLM Position Code:

General Statement of Duties:

Performs public safety, firefighting/emergency medical response, fire prevention, and supervisory responsibilities in the fire station on an assigned shift.

Distinguishing Features of the Class:

An employee in this class supervises part-time Firefighters/EMTs and volunteers, participates in the operations of a fire station on an assigned shift, and oversees the station in the absence of the Fire Chief. The employee leads the shift in emergency response including immediate supervision at fire scenes, in emergency medical response, and in the daily cleaning and maintenance activities at the station, including apparatus and equipment maintenance, station and grounds maintenance, and related activities. Other duties include supervising and participating in preparation of fire reports, conducting employee training, conducting community fire safety programs within the Town limits, and performing other administrative duties. Work requires that the employee stay abreast of state-of-the-art fire, hazardous materials, and rescue procedures, techniques, and equipment and requires the employee to incorporate the necessary changes into in-service training. Judgment and ability to make effective decisions under pressure are required, particularly in directing staff in incident response. The employee is subject to the hazards associated with incident response work including working in inside and outside environments, working at heights, in extreme hot and cold temperatures, loud noise, vibration, moving parts, electrical current, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. Employees are also subject to the final OSHA standards on bloodborne pathogens. Work is performed under regular supervision and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of incident response.

Duties and Responsibilities

Essential Duties and Tasks:

1. Provides first line supervision in the emergency response and station maintenance activities on an assigned shift; supervises and participates in the daily activities of equipment, apparatus and station maintenance activities.
2. Can drive and operates fire apparatus to and from emergency scenes.
3. Leads and participates in incidence response operations as required or until arrival of the incident commander; leads in response to structural, vehicle, or brush fires; emergency medical services; hazardous materials response/mitigation; technical rescue, vehicle/machinery rescue, confined space rescue, and trench structural collapse rescue.
4. Participates in fire safety inspections to enforce the fire safety provisions of the State building codes.
5. Plans, organizes and coordinates various in-service training programs.

6. Prepares reports on incidents and response; prepares and maintains records of pre-incident plans; may participate in fire prevention inspections and related recordkeeping.
7. Coordinates various projects requiring organization of staff such as training, equipment maintenance, safety, hose testing, pumper testing, hydrant maintenance, etc.
8. Participates in providing educational programs, tours, and information to the public.
9. Participates in planning, coordinating and conducting staff training; conducts performance coaching and provides input for performance evaluation.
10. Performs special projects and assignments such as hose testing and replacement, radio maintenance, SCBA maintenance, etc.

Additional Job Duties:

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities:

- Considerable knowledge of modern methods of fire suppression, incidence response, and of the use and maintenance of related apparatus and equipment.
- Considerable knowledge consistent with required emergency medical certification level.
- Considerable knowledge of Departmental rules and regulations.
- Considerable knowledge of the physical layout of the Town and related facilities.
- Considerable knowledge of required technical rescue methods.
- Working knowledge of modern supervisory principles of motivation, leadership, communications, conflict resolution, and performance development.
- Ability to provide coaching, technical advice, and training of employees.
- Ability to provide leadership and inspire calm control while supervising emergency incident scenes; ability to make sound judgements in emergency situations.
- Ability to establish and maintain effective working relationships with supervisors, employees and members of the public as well as neighboring mutual aid departments.
- Ability to prepare and maintain a variety of records and reports.
- Ability to operate all required equipment and apparatus.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Must possess visual acuity to size up the color, volume, and extent of fire involvement at fire scenes, to operate heavy fire apparatus in emergency situations, and to prepare records and reports.

Desirable Education and Experience:

Graduation from high school supplemented by advanced courses and seminars in fire service and considerable experience of an increasingly responsible nature in the fire service; or an equivalent combination of experience and education.

Special Requirements:

- Possession of a valid class B North Carolina driver's license.
- Possession of necessary NC Firefighter 1 & 2 certification, NC Driver / Operator certification, NC EMT Basic , Fire Officer 1 & 2 certification