

**FIRE CAPTAIN**

*The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**DEPARTMENT:** Fire Services

**REPORTS TO:** Deputy Fire Chief

**CLASS SUMMARY**

Supervises fire station activities, responds to emergencies as primary incident commander, represents the station to the public at various events, and coordinates training and hazardous materials' activities.

**DISTINGUISHING CHARACTERISTICS**

The Fire Captain is the third level in a five level firefighter series. The Fire Captain is distinguished from the Fire Lieutenant by its full supervisory authority. The Fire Captain is distinguished from the Deputy Chief of Operations who is responsible for planning and managing the activities of the Operations Division.

**TYPICAL CLASS ESSENTIAL DUTIES**

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Acts as principle station officer, which includes preparing personnel schedules, scheduling equipment maintenance and repairs, preparing and evaluating response protocols, and overseeing various special projects.
- Coordinates training activities by conducting training sessions for all new volunteer personnel and evaluating daily training objectives.
- Oversees departmental activities at emergency scenes which includes serving as incident commander, assessing situations and determining tactical objectives, and evaluating performance and making suggestions for future activities.
- Assists Deputy Chief with enhancement of the County's fire protection system by participating in committee activities and managing special projects.
- Oversees the department's hazardous materials' programs which include monitoring current state and federal guidelines, evaluating departmental policies and procedures, and recommending periodic changes.
- Represents the department at special events including parades and open houses.
- Participates in ongoing firefighting, rescue and emergency medical training.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Does not apply.

**KNOWLEDGE AND SKILLS**

Knowledge of:

- General principles of fire science;
- Basic principles of rescue;
- Emergency management techniques;
- Hazardous materials management techniques;
- Emergency medical practices;
- Departmental policies and practices;
- Local and state fire ordinances;
- Supervisory principles;
- Federal and state firefighter training requirements.

**FIRE CAPTAIN**

Skill in:

- Supervising rescue and fire suppression operations;
- Preparing and making presentations;
- Using a computer and related software applications;
- Driving a vehicle;
- Supervising and evaluating employees;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**TRAINING AND EXPERIENCE**

Associate's Degree in Fire Science or related field and five years of progressively responsible firefighting experience, including two years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATION**

- Class B NC Driver's License;
- NC Firefighter II;
- NC Fire Instructor Level II;
- EMT;
- NC Emergency Vehicle Driver Certification within 90 days of employment;
- NC Emergency Rescue Technician (ERT) and NC Fire Officer Level I certifications within 2 years of employment.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

**GENERAL INFORMATION**

FLSA Status: Exempt

Class Spec Established/Revised: E1/00; 7/02