



DATE	September 13, 2005
JOB CODE	FIR00050
FLSA	NON-EXEMPT
EEO	02

JOB TITLE: Fire Captain
DEPARTMENT/DIVISION: Fire
REPORTS TO: Battalion Chief

SUMMARY: Supervises, plans, and coordinates the activities and operations of a station in the Fire Department during a shift Coordinates assigned activities with other divisions, outside agencies and the general public. Provides staff assistance to the Battalion Chief

ESSENTIAL JOB FUNCTIONS:

- Responds to emergency calls in assigned area or throughout the city as necessary
- Directs incident scene until higher level command personnel arrive
- Conducts fire scene debriefings
- Performs fire fighting operations including deploying and operating hoses, pumping apparatus, directing water streams or other chemicals and raising and climbing unsupported ladders including ground and aerial of up to 100 feet
- Performs search and rescue for trapped or injured persons to include swift water rescue work with and without use of boat
- Administers first aid and emergency medical services to injured persons to level authorized by Emergency Medical Technician (EMT) or Paramedic certification
- Coordinates fire suppression and emergency medical services activities with those of other fire stations, outside agencies and organizations
- Plans, prioritizes, assigns, supervises and reviews the work of assigned personnel responsible for providing fire suppression and emergency medical services at a single fire station
- Recommends and implements policies and procedures and meets with managerial personnel regularly to discuss future plans and progress toward goals and objectives
- Provides and coordinates personnel training
- Responsible for conducting personnel-related internal investigations; implements disciplinary actions and recommends termination as appropriate
- Meets with personnel to identify and resolve problems and assigns work activities and projects
- Monitors work flow, reviews and evaluates work products, methods and procedures
- Provides staff assistance to the assigned Battalion Chief
- Prepares and presents staff reports and other necessary correspondence, and reviews all reports prepared by subordinate personnel
- Stays abreast of new trends and innovations in the field of fire suppression and prevention
- Reviews emergency medical services reports
- Prepares reports regarding building surveys

- Prepares records regarding leave time and payroll for assigned personnel and submits records as appropriate
- Identifies opportunities for improving work methods and procedures; reviews with appropriate management staff and implements improvements
- Operates numerous types of rescue, salvage, emergency and fire suppression equipment
- May perform duties of higher classification in an acting capacity as needed
- Participates on department committees and attends staff meetings as required
- Assists in designating staff assignments
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned area.
- Assists in providing public fire education and fire station tours.
- Presents information regarding fire safety to students
- Assists in developing and presenting a variety of training programs relative to fire suppression and prevention activities and operations and hazardous materials handling
- May participate in scheduling the training activities for an entire shift
- May learn streets and routes within the City of Carrollton and surrounding areas to include the location of medical facilities
- Uses department computer equipment to review records, inquire about activities and programs and input various data
- Assists in coordinating and overseeing the maintenance and repair of all assigned departmental equipment and supplies
- Inspects equipment regularly; maintains appropriate inventory levels of supplies and materials; distributes city garbage bags to the public as requested.
- Participates in a variety of fire prevention and suppression activities and programs including training, fire investigations, code enforcement, overview of the fire scene, salvage, forcible entry, and equipment operation and maintenance.
- May assist with the maintenance of the computer aided dispatch and records system
- Conducts staff meetings as necessary; interacts with and provides information to the media as necessary
- Advises Explorer Post/Cadets regarding fire suppression and prevention
- Performs other duties as assigned

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Directs, coordinates and reviews the work plan for an assigned fire station

WORKING CONDITIONS:

- Runs, walks, stoops, bends, crawls, rolls, climbs, jumps, lifts (heavy objects weighing up to and exceeding 200lbs., including human bodies and hoses), carries, drags and operates assigned equipment, vehicles while performing fire prevention and suppression duties.
- Works in areas where movement is restricted such as rescue from wrecked automobiles, underground excavations, structure collapse, etc.
- Listens for victims at fire and accident scenes, communications from other firefighters and superiors, etc.

- Wears full protective clothing and self-contained breathing apparatus, and must function fully in this limiting and heavy attire.
- Is exposed to harsh weather, poor or no lighting, exposure to hazardous chemicals, fire and smoke, extremes in temperature, electrical hazards, confined or high work places, dangerous animals, extreme noise, traffic, natural and man made disasters, etc.
- Is exposed to human body fluids, infectious diseases, victims of fire and accident scenes, bodies recovered from fire and accident scenes, etc.
- Operates numerous types of rescue, salvage, emergency and fire suppression equipment, including vehicles, hydraulic powered spreaders, cutter, rams, come-a-long, air chisel, air bags, ropes and pulleys
- Operates firefighter hand tools including nozzle, axe, pry bars, fire hose, and ground ladders; common hand tools include wrenches, screwdrivers, and hammers.
- Operates power tools including exhaust fans, portable pump, chain saws, generators, and air compressors
- Operates personal computer, including data input and extraction.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of specialized communications equipment
- Knowledge of safe work practices and procedures
- Knowledge of personnel management policies and procedures including local rules and regulations and Chapter 143 of the State Civil Service Statute
- Knowledge of basic principles of supervision, training and performance evaluation
- Knowledge of the geography of the city and the surrounding vicinity
- Advanced knowledge of fire suppression and prevention principles and practices, and emergency medical services.
- Must have knowledge in operating fire suppression and rescue equipment including a self-contained breathing apparatus
- Knowledge of operational characteristics, services and activities of a comprehensive fire suppression program
- Skill in the application of policies and procedures of the city of Carrollton Fire department
- Knowledge of technical and administrative aspects of fire prevention and suppression including operation of fire hydrants, use of ladders, use of water and various chemicals to suppress fire, salvage and rescue operations.
- Knowledge of procedures and techniques involved in responding to and handling incidents involving hazardous materials
- Knowledge of pertinent Federal, State, and local laws, codes and regulations
- Knowledge of office procedures, methods and computer equipment
- Exercises sound judgment and rational thinking under dangerous circumstances
- Evaluates various options and alternatives and chooses an appropriate and reasonable course of action
- Working knowledge of chemistry and hazardous materials
- Skill in calculating engine pressures and friction losses of fire hose using mathematics and physics

PREFERENCES:

- None

MINIMUM QUALIFICATIONS:

- Two years experience in the next lower position
- Must have four years of continuous service within the department in accordance with Chapter 143 of the State Civil Service Statute.
- Must be on a certified and current eligibility list in accordance with Chapter 143 of the state Civil Service Statute and City of Carrollton Local rules.
- Must possess and maintain a valid Texas Class C Driver's license and meet all City policies regarding insurability; must pass MVR check
- Must pass physical examination prior to promotion into this rank
- Must maintain necessary physical condition to carry out all essential functions of rank/assignment

CONDITIONS OF EMPLOYMENT:

- Must obtain any and all certifications for all possible assignments and subsequently perform all essential functions of an assignment when assigned.