

## **FIRE CAPTAIN**

### CODES/PAY RANGE

Class Code: 3915      EEO Code: B      FLSA: E      Pay Range: 217

### MAJOR FUNCTION

Responsible work supervising and coordinating the activities of the shifts, units or teams with the fire service.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Assists in the overall operation of the fire unit. Supervises and directs firefighting personnel in the extinguishing of vehicle, structural, flammable liquid, and other fires. Assumes command of the firefighting crews, and directs firefighting and rescue operations.

May coordinate and deliver Training programs for VCFS personnel and other VCFS educational partners to influence statewide training curriculum. May maintain a working relationship with Florida State Fire College and Florida Fire Training Directors Association. May research industry trends and determine if they fit the needs and capabilities of VCFS.

May update a Community Risk Assessment Plan, coordinate EOC Functions 4/9 and produce community fire related maps.

May manage fuel hazard reduction program. May coordinate fuel reduction activities with Federal, State, Local and private interests. May make presentations at public hearings and other public meetings. May conduct field tours on proposed projects.

May organize and conduct in-service training. May be required to coordinate facilities maintenance for FSI including classrooms, burn building, tower, maze and LP simulator.

May ensure compliance with State and Federal regulation's as an ALS agency. May provide recommendations for EMS training and programs, including up-to-date infectious control and post exposure controls. May track and maintain all medical supplies and equipment. May screen all medical reports for compliance of medical protocols and quality care. May be team manager of CISM team.

Makes recommendations and submits drafts of General Directives, Standard Operating Guidelines, etc. for the purpose of establishing and/or clarifying policy and procedure.

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Ensures that all personnel under their command comply with Federal, State and local regulations, that the terms of collective bargaining agreements are complied with, and all Division standards are met.

Makes recommendations and provides input for proposals to be submitted for inclusion in the collective bargaining process.

Responsible for the effective operation, quality of service and morale of all stations and personnel assigned to their command.

Develops and submits budget proposals for respective areas of operation. Responsible for the effective management of funds allocated to their areas of command.

Coordinates pre-fire planning program and completion of tactical surveys. Coordinates the completion of routine maintenance work at fire stations, including the maintenance and testing of equipment and apparatus.

Responsible for the development and implementation of standards of training within area of command; ensure training standards are met.

Evaluates employee performance and completes written employee performance forms. Counsels employees on regular basis. Make recommendations on the retention or rejection of probationary personnel. Approves leave and overtime compensation for subordinates.

Recommends and administers disciplinary action when appropriate and/or when other non-punitive corrective measures are ineffective.

Makes periodic inspection of quarters, equipment, apparatus, and personnel. Investigates and reports causes of fire.

Reviews and maintains records and reports regarding personnel, alarms, supplies, and other matters relating to the division.

Assumes the responsibilities and duties in the absence of the Deputy Fire Chief.

Performs related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern firefighting principles and practices involved in instructing and training members of a fire unit. Knowledge of Fire Prevention codes. Knowledge of emergency medical

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services and emergency management principles and programs.

Knowledge of contents of Merit Rules and Collective bargaining agreements and ability to ensure fair and equitable compliance with the terms of these documents.

Ability to apply knowledge too specific training problems. Ability to lead personnel effectively and maintain discipline. Ability to supervise the work of, and motivate subordinate personnel in a manner conducive to full performance and high morale. Ability to maintain accurate records and prepare clears reports. Ability to write and speak effectively.

### MINIMUM QUALIFICATIONS

A.S. degree in Fire Science and four (4) years firefighting experience, one (1) of which must be at Pay Grade D or equivalent;

OR

Completion of twelve (12) credits in Fire Science or closely related field from an accredited college or university, and two (2) years *paid* experience in the Fire Lieutenant classification;

OR

Completion of twelve (12) credits in Fire Science or closely related field from an accredited college or university, and seven (7) years of *paid* firefighting, one (1) of which must be at Pay Grade D or equivalent.

### CERTIFICATIONS

1. Must possess and maintain Florida Firefighting Certificate of Compliance.
2. Must possess and maintain Florida EMT License.
3. Possess a valid State of Florida driver's license and proof of completion of an approved Emergency Vehicle Operator Course (EVOC) in accordance with Florida Statutes.
4. Must possess and maintain Fire Officer I certification.

**Note:**

Captain assigned to Prescribed Burn Program must possess NWCG certification as Prescribed Burn Manager within one (1) year.

Captain assigned to EMS must possess State of Florida Paramedic Certification, Pediatric ALS, BTLS, ACLS and formal infectious control training.

Captain for Training Program Manager must possess a Fire Services Instructor II Certification within one (1) year.

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A comparable amount of education, training or experience may substitute for the minimum qualifications.

#### ADA REQUIREMENTS

Physical Demands: Heavy to Very Heavy work. Ability to see (color, depth perception), hear, speak, smell. Ability to lift and carry (100 lb.), pull, push, climb, carry, stand, crouch, balance, handle, grasp, finger dexterity, walk, crawl, kneel, reach.

Mental Demands: Ability to read and comprehend professional manuals, journals and periodicals; safety rules and instructions; applicable codes and ordinances. Ability to perform general mathematical functions including basic math, geometry, and shop math. Ability to write business letters, summaries and reports. Ability to clearly explain ideas and discuss ideas. Ability to speak clearly to layman on theory, principles and methods of discipline.

Environmental Demands: Both inside and outside work. Exposure to hazardous situations; extremes in temperature (hot and cold); changes in temperature; contact with water; humidity; noise or vibration; fumes (may be toxic in nature); odors; dust; poor ventilation.

Revised 07/05  
Revised 10/00  
Replaces 04/98  
Replaces 10/94