

CITY OF BLACK HAWK
2016 Job Description

JOB TITLE: Fire Captain

DEPARTMENT: Fire

REPORTS TO: Fire Chief

EXEMPT: No

HIRING RANGE: \$28.4829 - \$32.7554 / HR

SUMMARY:

The Fire Captain performs administrative and managerial duties for the Fire Department. Assists the Fire Chief in the execution of his/her duties and assumes the role of Fire Chief in his/her absence. Manages and supervises Lieutenants and Firefighters on his/her shift by developing and coordinating their activities. Conducts annual fire inspections with his/her shift. Reviews alarm and activity reports to assist the Chief in determining fire causes and identifying preventative strategies. Identifies training needs and educational activities to maintain and improve professional skill of members assigned to his/her shift. Reads and studies trade journals and other related data to keep abreast of the latest in firefighting methods and trends. Coordinates training and education, and assists the Lieutenant in training all members of their shift. Requires a high degree of independent judgment, initiative and understanding that must be exercised in interpreting and formulating orders, rules and regulations and Standard Operating Guidelines for the orderly operation of the Fire Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, coordinates and manages the operations of uniformed personnel.
- Schedule and assign subordinate personnel and equipment resources so the Department performs in an efficient and effective manner.
- Enforces Department rules and regulations and policies.
- Conducts training sessions with personnel relating to firefighting, EMS techniques, new and revised policies and procedures, work methods, recent advances in technology, statute, laws, city ordinances and recognized national standards.
- Review requests for training and education outside the Department and make recommendations to the Chief.
- Perform evaluations, both formal and informal, of subordinate personnel.
- Assists in the development of goals and objectives for subordinate personnel and the Department and promotes the Mission and Vision Statements of the Department.
- Works with the Chief on disciplinary actions and recommends appropriate actions required.
- Participates in the development of the Fire Department budget.
- Attends staff meetings and briefings relative to departmental operations and activities.

- Prepares statistical and narrative reports relative to department activities and operations, and special assignments.
- Supervises and participates in fire and medical incidents.
- Analyzes incident activities and helps develop training to effect improvement in process and procedures.
- Attends public meetings as a representative of the Fire Department, delivers speeches to civic, school and other organizations.
- Maintains harmony among Fire Fighters on his/her shift and resolves grievances, adjusts errors and complaints.
- Assist subordinates in performing duties, developing career track, and advises subordinates on training and educational opportunities available to attain their goals.

SUPERVISORY RESPONSIBILITIES:

Manages subordinate employees in the Fire Department. Is responsible for coordination, evaluation and training these units with minimal supervision. The Fire Captain carries out supervisory responsibilities in accordance with Department's policies, rules and regulations to accomplish the organization's goals and objectives. Responsibilities may include planning, assigning and directing work; appraising performance; recommending rewards and disciplinary measures regarding subordinates; developing remedial training to address problem areas; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

- Knowledge of the principles, methods and techniques of modern firefighting.
- Knowledge of City and Departmental organization, policies and procedures.
- Knowledge of the principles and practices of organizational dynamics and administration.
- Ability to communicate effectively, both orally and in writing with a wide variety of people.
- Ability to be a team player and to establish and maintain an effective and responsive working relationship with peers, Federal, State, County, City Officials, Civic leaders and the Community in general.
- Ability to plan, manage, supervise and evaluate the activities of personnel.
- Ability to analyze complex fire problems and to adopt quick, effective and reasonable courses of action. Ability to observe situations analytically and objectively and to record and report them clearly and completely.
- Must be able to pass established written, oral, physical, medical and psychological examinations.
- Must submit to fingerprinting and to a detailed background investigation.

- Must be available on 24-hour callback, as well as handle supervisory, administrative and Fire Department business and problems by telephone during off-duty hours.

EDUCATION AND EXPERIENCE:

The Fire Captain shall be experienced in firefighting and EMS techniques. An Associate's Degree in a fire or business related field is required within 24 months of hire. Additional education and training in the Fire Science and Management Science fields is highly desirable. Must meet time in rank requirement of a minimum of 5 years as a fire lieutenant and completed all certification requirements for Lieutenant to be eligible for hiring.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Colorado Driver's License with a good driving record. Must be certified by the State of Colorado as a Fire Officer 2 and Fire Inspector 2. Must meet NIMS requirements for the position to include ICS 400. Must complete the additional required NIMS courses that accompany ICS 400 within 90 days of completion of ICS 400. Must hold a valid State of Colorado EMT-B certificate. Must be CPR certified.

LANGUAGE SKILLS:

Ability to read, analyze and interpret Fire Service text, journals, incident reports, financial reports and legal documents. Create written communication using correct grammar. Respond appropriately to common inquiries or complaints from the general public, citizens, fire agencies and regulatory agencies. Must have ability to effectively present information to the Fire Chief, Fire Department employees and public groups.

REASONING ABILITY:

Ability to define problems, collect data, establish fact and draw valid conclusions. Interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Must have the ability to maintain discipline of subordinates. Must have the ability to establish and maintain effective working relationships with superiors, subordinates, fellow employees and the general public.

EQUIPMENT USED

The Fire Captain shall be capable of using a multitude of equipment from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are:

- Basic hand tools ranging from screw drivers to fire axes and forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills and hydraulic powered equipment.

- Specialized equipment such a generators, portable pumps, all types of ladders, extrication tools, gas and hazardous materials detectors, computers, radio communications equipment and infrared cameras.
- Heavy equipment such as rescue vehicles, fire engines, aerial ladder trucks and ambulances including all of their associated equipment.
- Must be available on 24-hour callback, as well as handle supervisory, administrative and Fire Department business and problems by telephone during off-duty hours.

This section only describes the range of equipment that all Fire Captains shall be proficient in using with safety to him or her and others as the number one priority.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The Fire Captain may be involved in high stress situations with little or no warning and be involved for long periods of time. Will frequently come into physical contact with individuals who have or have been exposed to contagious diseases.

While performing the duties of this job, the Fire Captain is regularly required to walk, sit, use hands to finger or feel objects, tools, or controls, reach with hands and arms, climb or balance, stand, stoop, kneel, crouch or crawl, talk and hear. The Fire Captain is frequently required to use the sense of smell.

The Fire Captain must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must successfully complete the NWCG Arduous fitness test yearly.

WORK ENVIORNMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the Fire Captain regularly works in outside weather conditions. The Fire Captain frequently drives or is a passenger in a motor vehicle. May be seated for long periods of time. May operate the motor vehicle in adverse weather conditions.

COMMENTS:

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.