

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Fire Captain	DEPARTMENT:	Fire
REPORTS TO:	Fire Chief	EXEMPT:	No
SALARY RANGE: \$120,541 – \$168,758 / Annual			

SUMMARY

The Fire Captain performs administrative and managerial duties for the Fire Department. Assists the Fire Chief in the execution of their duties and may assume the role of Fire Chief in their absence. Manages and supervises Lieutenants and Firefighters on their shift by developing and coordinating their activities. Conducts annual fire inspections with their shift. Reviews alarm and activity reports to assist the Fire Chief in determining causes and identifying preventative strategies. Identifies training needs and educational activities to maintain and improve professional skills of members assigned to their 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

The Fire Captain is assigned to a 48/96 shift schedule, and when not on an alarm is engaged in station work, which consists of preventative maintenance on all Fire Department vehicles, cleaning and maintaining the station and the surrounding grounds, physical fitness, and job-related training as assigned. The Fire Captain spends a minimum of two hours each shift studying fire- and/or medical-related topics and two hours of physical fitness.

- 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, statutes, 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.
- 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, operations, and special assignments.
- Supervises and participates in fire and medical incidents.
- Analyzes incident activities and helps develop training to improve process and procedures.

- Attends public meetings as a representative of the Fire Department, delivers speeches to civic, school, and other organizations.
- Maintains harmony among Firefighters on their 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.
- Functions as the designated Safety Officer for assigned shift.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To perform this job successfully, the Fire Captain must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of the principles, methods, and techniques of modern firefighting.
- Knowledge of City and Fire Department organization, policies, and procedures.
- Knowledge of the principles and practices of organizational dynamics and administration.
- Ability to communicate effectively, both orally and in writing.
- Ability to be a team player and to establish and maintain an effective and responsive working relationship with peers, Federal, State, County, and City officials, civic leaders, and the community in general.
- Ability to plan, manage, supervise, and evaluate the activities of personnel.
- Ability to analyze complex 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.

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, but not limited to:

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

EDUCATION AND EXPERIENCE

The Fire Captain shall be experienced in firefighting and EMS techniques. Additional education and training in the fire science and management science fields is highly desirable.

- Must have at time of application an Associate's Degree in fire science or closely related field, or 60 documented credit hours is required at time of promotion.
- Must have a general knowledge of rules, regulations, policies, and procedures of the Department.
- At time of application, must meet time in rank requirement of a minimum of two years as a Fire Lieutenant with the City of Black Hawk Fire Department or a comparable career fire department.
- Must be approved to function as an Acting Shift Commander at time of promotion.

CERTIFICATES, LICENSES, REGISTRATIONS

Required at time of application:

- Must possess a Colorado Driver's License with good driving record.
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain a American Heart Association Professional Rescuer CPR certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Officer II certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Instructor I certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Inspector II certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification.
- Must have and maintain at a minimum NWCG Firefighter II Red Card Qualification.
- Must have ICS-400 certification.

COMMUNICATION SKILLS

The Fire Captain must have the 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:

The Fire Captain must be logical under stressful situations and have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret a wide variety of technical instructions and deal with several abstract and concrete variables simultaneously.

PHYSICAL DEMANDS:

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

- The Fire Captain is subject to high stress situations with little or no warning and may be involved for long periods of time.
- Could possibly come in contact with individuals who have contagious diseases.
- While performing the duties of this job, the Fire Captain is regularly required to walk, run, and sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb and balance; stand, stoop, kneel, crouch, or crawl; talk and hear.
- The Fire Captain is frequently required to detect odors and distinguish colors.
- 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, peripheral vision, depth perception, and the ability to adjust focus.
- The Fire Captain must successfully complete a National Fire Protection Association 1582 compliant physical and the NWCG Work Capacity Test with an Arduous rating annually.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a Fire Captain encounters while performing the essential functions of their job.

- While performing the duties of this job, the Fire Captain regularly works in a variety of outside weather conditions.
- Frequently works near moving mechanical parts and in high precarious places.
- Is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extremes of heat and cold, the risk of electrical shock, and high-noise environments.
- The Fire Captain frequently drives or is a passenger in large apparatus that may be operating under emergency conditions. The apparatus may be operated in adverse weather conditions.
- The Fire Captain may be required to be seated for long periods of time.

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 those authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Sign: _____ Date: _____