

## FIRE CAPTAIN

Code No: 6-03-001

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position in a fire district responsible for directing firefighting and other emergency response activities involving the protection of life and property during a shift and in the absence of a Fire Chief. Duties also involve assisting with administrative duties such as budget implementation, writing reports and planning the operations of the district as well as supervising and directing staff as they perform more routine assignments such as facility, apparatus and equipment maintenance. Work is performed in accordance with the policies and objectives outlined by the Board of Fire Commissioners and/or Fire Chief. This position differs from Fire Lieutenant by virtue of the performance of administrative work and the supervision of staff. The employee reports directly to, and works under the general supervision of a Fire Chief with wide leeway allowed for independent judgment while responding to emergency situations. General supervision is exercised over firefighters. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Responds to fire incidents, emergency medical scenes and other emergency requests;

Assumes charge of operations at the scene of a fire, emergency or at the fire station;

Supervises and assists in salvage operations during and immediately following a fire;

Inspects property at the scene of a fire to prevent re-ignition;

Assigns and supervises the cleaning and maintaining of the apparatus, grounds and fire station;

Inspects buildings and premises for fire hazards;

Inspects equipment, grounds and station to insure proper order and condition;

Performs assigned duties such as training and drilling firefighters, fire prevention, and acting as a safety officer;

Administers first aid and other emergency medical services;

Develops and maintains reports of personnel records and activities and assists the Fire Chief with other administrative duties as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of National Fire Protection Association Codes; good knowledge of effective methods of firefighting; good knowledge of fire prevention measures and precautions; good knowledge of effective safety techniques when responding to fires and emergencies; good knowledge of the geography of the community; good knowledge of first aid and emergency medical practices; good knowledge of equipment functions and operation; ability to respond quickly and effectively in emergency situations and provide leadership; ability to supervise firefighting staff; ability to maintain discipline; ability to recognize fire hazards; ability to develop and deliver training to lower level staff; ability to establish and maintain effective working relationships with civic groups, the public, unions and volunteer and paid firefighting staff; ability to

write narrative reports and maintain records; ability to assist with administrative work such as budget implementation and operational planning; ability to communicate effectively orally and in writing; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Five (5) years of paid full-time or its part-time experience in firefighting, two (2) years of which must have been in a supervisory\* or lead supervisory capacity\*\*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Fire Science, Fire Prevention Technology, Fire Protection Engineering Technology, Fire Protection Technology, Fire Protection and Safety Engineering Technology or other related degree plus three (3) years of paid full-time or its part-time equivalent experience as defined in (A) above, two (2) years of which must have been in a supervisory\* or lead supervisory capacity\*\*; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\***supervisory capacity**, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

\*\***lead supervisory capacity**, for the purposes of these minimum qualifications, is defined as someone who participates in and oversees projects, or directs and coordinates the work of others.

**SPECIAL REQUIREMENTS:** Possession of a certification as an Emergency Medical Technician (EMT) at any level\* issued by the New York State Department of Health, Bureau of Emergency Medical Services at the time of appointment.

Gates Fire District Only: Possession of a certification as an Emergency Medical Technician (EMT) at any level\* or a Certified First Responder (CFR) issued by the New York State Department of Health, Bureau of Emergency Medical Services at the time of appointment.

\*EMT, EMT-Intermediate (AEMT-1), EMT-Critical Care (AEMT-CC), EMT-Paramedic (AEMT-P)

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

REVISED: January 8, 1987

REVISED: February 9, 2012