

## FIRE CAPTAIN

FLSA: Non-Exempt

### GENERAL SUMMARY

Under the direction of the Fire Chief, an employee in this classification is in charge of a fire team involved in fire suppression and emergency medical services. In the absence of the Chief this position is responsible for all fire operations. Considerable independent judgement and discretion is used in interpreting and carrying out departmental rules and regulations and in meeting emergency situations.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Directs and participates in fire and non-fire related emergency situations, to include but not limited to fire, emergency medical and hazardous area calls
- Plans and supervises the operation of a shift; coordinates shift functions, schedules work assignments, oversees maintenance of trucks, equipment and building
- Completes performance reviews on subordinate shift personnel and discusses these reviews with both the Fire Chief and the subordinate
- Directs and participates in department training, practice drills, preplanning sessions and educational programs
- Assists Fire Chief in establishing department policies and procedures, goals and objectives; also recommends to chief changes in regards to departmental policies and procedures
- Prepares and maintains a number of reports; (e.g., state fire incident report, officer's daily log, emergency medical reports)
- Maintains public relations with the community provides fire prevention classes, fire station tours
- Performs other related duties as assigned within general knowledge, skills and abilities set forth

### KNOWLEDGE, SKILLS AND ABILITIES

A high school diploma or equivalent, successful completion of 266 hour basic Michigan Firefighter's Training Council's Firefighter Certification Program and five years of progressively more responsible experience within the fire service. A current EMT Certification is preferred, but not required.

- A current American Red Cross Certification in Advanced First Aid
- A current ARC or AHA CPR Certification
- Knowledge of modern firefighter techniques and methods

- Knowledge of the city geography and street system
- Decision-making skills in order to make quick and accurate decisions under pressure
- Supervisory skills in order to coordinate shift functions and work effectively with subordinate personnel
- Interpersonal skills to communicate effectively with co-worker's and citizens
- Ability to prepare clear and concise reports
- Ability to operate fire fighting equipment and apparatus to include truck, hydraulics, hose, ladder
- Ability to establish and maintain effective working relationships with supervisors, subordinates, coworkers and the public
- Possess and maintain a valid Michigan Driver's License

PHYSICAL DEMANDS

The physical demands characterized here epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to: sit, climb or balance; stoop, kneel, crouch or crawl. Frequently, the employee is required to stand, walk, use hands to finger, handle or feel objects and reach with hands and arms. It is crucial to the outcome of job tasks that the employee is able to: talk or hear, taste or smell extensively.

The employee in this classification will be required to lift objects of up to 50 pounds extensively. Furthermore, occasionally the employee will be called upon to lift/move objects weighing more than 100 pounds. Vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS

Exposed to hazards such as fire, smoke, intense heat, weather conditions, hazardous materials, and chemicals. Occupants of this position may sometimes be required to perform job duties in small, dark, enclosed areas and also from precarious heights.

AUTHORIZATIONS

\_\_\_\_\_  
Jon Ichesco, Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
April McGrath, Director of Administrative Services

\_\_\_\_\_  
Date

---

Edward B. Koryzno, Jr., City Manager

---

Date