

City of Salem
CLASS SPECIFICATION

CLASS TITLE: Fire Captain
DEPARTMENT: Fire
REPORTS TO: Fire Battalion Chief or Division Chief

CLASS CODE: 1300
FLSA: E
REVISED: 9/1/2004

JOB SUMMARY:

Manage the operation and maintenance of the apparatus and personnel assigned to a fire station. Captains supervise a fire crew and the apparatus dispatched to emergency scenes, including fire scenes, emergency medical calls, hazardous materials incidents. Captains may serve in the capacity of incident commander at emergency incidents.

Captains are responsible to a Battalion Chief or Division Chief of the Fire Department, and receive general direction in the performance of their duties. Captains will consult with their Battalion Chief or Division Chief regarding day-to-day operations, and unusual events at the station regarding personnel, apparatus, and equipment. Captains directly and indirectly supervise Apparatus Operators, Firefighter-paramedics or other personnel assigned fire station or support service.

Essential Job Functions (All functions may not be performed by all incumbents.)

1. Evaluate the readiness of personnel and equipment; provide assigned personnel with the resources needed to complete their jobs safely; evaluate wellness of crew members (i.e., physical fitness, psychological, medical).
2. Ensure that all assigned personnel are delegated specific station duties and/or support services duties and that they are carrying out these assignments effectively.
3. Monitor the overall work performance and work quality of assigned personnel (daily routine work and emergency responses) for efficiency, effectiveness and safety.
4. Train assigned personnel in proper procedures and protocol to use during emergency incidents, in day-to-day operations such as fire prevention, public relations, customer service, etc.; and ensure that all assigned personnel are familiar with and garner support for the policies of the department.
5. Conduct and document formal and informal counseling sessions with subordinates in order to correct work deficiencies and develop work skills; anticipate and resolve potential problems that might affect job performance.
6. Complete personnel management-related written documentation (i.e., scheduling, leave requests, overtime records); complete, maintain, and archive station/company-related documentation (i.e., station log, incident or response reports).
7. At the scene of a fire or other emergency incident, work with a fire crew and other fire crews supervised by other company officers to effectively accomplish a specific assignment safely (i.e., extinguishment, search and rescue, salvage and overhaul).
8. At the scene of a medical emergency, supervise and oversee those providing life support to victims, assign tasks, ensure scene safety, and gather necessary medical information.
9. Respond to structure fires, emergency medical incidents, hazardous materials spills and other emergency incident calls, and supervise a fire crew to ensure safety.
10. Direct a fire crew to accomplish specific tasks at an emergency scene safely (i.e., the placement of apparatus, laying of hose lines, connection to specific water sources); critique/discuss actions taken at emergency calls with personnel involved at the incident.
11. Implement and develop an overall strategy using the Incident Management System at emergency incidents, directing assigned or reporting personnel and resources (i.e., function as the Incident Commander); within an Incident Management System, function in an assigned position (i.e., Safety

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Officer, Staging, Operations, Sector and/or Group Leader).

12. Identify suspicious fires, assisting other personnel where needed (i.e., Arson Investigator or Fire Marshal).
13. Evaluate, report to, and consult with the Incident Commander regarding difficult problems, sensitive situations and routine coordination of resources.
14. Consult with the Battalion Chief (or other direct supervisor) regarding difficult problems, sensitive situations and routine coordination of personnel matters.
15. Mediate or reconcile differences between or among other crew members, other members of the department, and/or the general public.
16. Investigate allegations of personnel misconduct, public complaints, internal complaints, and morale problems within companies.
17. Document and recommend discipline, and provide written report to supervisor on results of investigations of alleged personnel misconduct, public complaints, internal complaints, and morale problems within companies.
18. Make on-site visits to become familiar with specific hazards within response area and/or work area or assignment.
19. Train, evaluate, and proscribe corrective actions for probationary employees.
20. Recognize opportunities to provide special service for the citizens of Salem.
21. Perform all emergency scene tasks that are essential job functions of a firefighter.

Important Job Functions

1. Develop, coordinate, and perform fire prevention and public safety programs for the community (inspections, educational presentations, etc.).
2. Manage special projects for the Fire Department.
3. Conduct and prepare special research or staff reports as part of a long-term assignment or onetime project.
4. Make formal presentations to the public as a representative of the Department at community meetings, educational programs, etc.
5. Develop pre-fire plans/pre-incident plans for special target hazards.
6. Other duties as assigned.

MATERIAL AND EQUIPMENT USED:

- Equipment and apparatus used in the daily functions of a firefighter.
- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Must meet qualifications for Firefighter including: minimum age of 18 years, graduation from an accredited high school or successful completion of a General Education Development Test (GED), good physical health to perform the essential functions of the position; and, in addition, completed five years of service with the Salem Fire Department, with one year current service with the Salem Fire Department; completion of the Salem Fire Department Career Development program for Captain.

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License(s) and Certification(s):

- Oregon EMT B Certification.
- Valid Oregon driver's license or Class 4 license

KNOWLEDGE AND ABILITIES:

Knowledge of

- Salem fire department's mission statement.
- Departmental policy and procedures regarding personnel management (i.e., disciplinary procedures, employee conduct, complaints, assignments, performance, training, scheduling).
- Department standards for training and drill requirements; standard operating guidelines and directives.
- The Incident Management System (IMS).
- Emergency management procedures during natural disasters and major incidents.
- Appropriate fire-ground and emergency scene commands
- Emergency scene safety considerations, including safety with apparatus, tools and equipment, as well as safety around fires, hazards, etc.
- Firefighting tactics and strategies.
- Fire suppression and emergency medical tools and equipment.
- Readiness requirements for apparatus, equipment and tools (i.e., knowledge of how to prepare for emergency responses).
- Operating procedures for pumping apparatus
- "first responder" management requirements for hazardous materials incidents.
- RIT team operations and responsibilities.
- Emergency care practices and procedures, including EMS incident management practices.
- Triage techniques during multi-casualty incidents.
- Effective principles of supervision and management.
- Support service functions and resources (i.e., fire prevention, fire inspection, training, technical services, and administration).
- Fundamental software applications (i.e., word processing, spreadsheets).

Ability to

- Effectively implement the Fire Department's mission statement.
- Effectively assign or delegate work to subordinates for routine station activities and/or support service activities.
- Effectively assign or delegate work to subordinates during emergency incidents.
- Evaluate the results of assigned work and responsibilities, and ability to provide constructive feedback to subordinates.
- Recognize performance problems and training needs in subordinate personnel and take effective corrective action.
- Function as a positive role model for subordinate personnel, leading by example, maintaining open lines of communication, and providing a work environment which builds upon the individual differences in personnel while focusing on team building.
- Clearly communicate in writing while utilizing proper grammar, spelling, punctuation, format, etc. This includes all routine written work for the job, such as internal memoranda, subordinate evaluations, routine documentation and special reports.

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- Effectively communicate verbally with subordinates, peers, management, allied agencies, and the public in all routine aspects of the job.
- Listen to others attentively and with comprehension.
- Mediate or reconcile differences between or among others.
- Coach and effectively direct subordinate employees in a manner that will build self-esteem and result in higher productivity and cooperation.
- Counsel subordinate employees and obtain cooperation and meaningful progress in the face of problem performance.
- Effectively utilize communications systems (i.e., radios, computers) in all aspects of the job.
- Maintain accurate written records and schedules of personnel, resources and station operations.
- Effectively present classroom and skills-based training.
- Interpret and draw basic building formations, maps and pre-plans.
- Exercise appropriate judgment in routine supervisory situations and emergency incidents.
- Reach logical decisions, including the ability to foresee the consequences of various alternatives.
- Obtain and interpret relevant information and data and identify possible causes of problems.
- Develop effective solutions and propose appropriate recommendations.
- Realize when a decision must be made and the willingness to take action or commit oneself.
- Set priorities, coordinate and schedule tasks in a logical manner so as to maximize staff and material resources and meet goals and time lines.
- Make proper assignments of personnel and appropriate use of resources.
- Think clearly and remain in control during stressful circumstances and emergency operations.
- Remain open to new ideas, approaches, or techniques.
- Self-start, go beyond what is expected and initiate action rather than just responding to events.
- Work independently, managing projects and priorities.
- Recognize potentially unsafe conditions and unsafe practices (i.e., flashover, building collapse) and take appropriate corrective action.
- Implement, evaluate, and modify tactical plans during an emergency incident.

Physically able to:

- Perform the essential physical and mechanical functions of a firefighter.
- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods on occasion.
- Work at heights.
- Bend, kneel, stoop or climb ladders and cross rugged and uneven terrain.
- Lift up to 100 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.