

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FIRE CAPTAIN
DEPARTMENT: FIRE
REPORTS TO: BATTALION CHIEF

JOB CODE: 3105
DATE: 3/15

JOB SUMMARY:

Performs work and supervises the general activities of Fire\EMS Companies at emergency incidents. Provides ongoing training and evaluation of assigned personnel. Plans, directs, and budgets for assigned station maintenance and activities.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory responsibility in accordance with city policies, procedures, and applicable laws, including training in job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning, and directing work.

Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Assists in budget preparation, purchasing, and varied administrative functions of fire services.

Secures and protects the fire scene when arson may be suspected so that valuable evidence is not destroyed.

Directs and participates in the work of firefighters in laying out hoses, operating pumps, placing water streams, and other activities in connection with firefighting and protecting life and property.

Directs and assists in salvage and overhaul at the fire scene; participates in wash-downs at scenes of accidents or spills.

Determines the need to call for specialized teams.

Directs and performs extrication and rescue activities.

Assists in the interpretation of various laws, ordinances, and regulations in enforcing the city's fire prevention codes and state safety regulations.

Participates in investigations to determine causes of fires, including suspected arson; testifies in court as required.

Plans programs and teaches fire prevention to preschool through high school levels.

Coordinates personnel management activities with the Battalion Chief.

Makes public speeches to civic groups, church groups, and the general public.

May conduct fire prevention inspections of hospitals, nursing homes, homes for the aged, day nurseries, and large places of public assembly as required.

Coordinates facility maintenance activities in conjunction with management.

Compiles reports, statistics, and information related to the fire prevention program.

Advises and instructs owners and occupants of buildings in fire prevention methods in the removal of fire hazards; makes recommendations for reducing potential hazards.

Inspects burn sites for burning permits.

Reports violations of fire safety regulations to appropriate owners and occupants and prepares written notices for follow-up.

Provides EMT-B or basic level Emergency Medical Services.

Ensures proper care and use of EMS equipment; inspects issued emergency medical equipment, including defibrillator, drug boxes, suction units, oxygen kits, trauma cases, medical bags, and extrication equipment.

Completes and approves Incident Run Reports and EMS run reports following responses; prepares required records and reports.

Participates in the development and implementation of training programs for the fire services personnel and participates in all in-house training.

Performs inspections to ensure that all station equipment is in good working order at all times.

Supervises and participates in all house duties at a fire station, including the cleaning of quarters, equipment, and apparatus.

Manages major programs within the department and station districts, including but not limited to QAP, Life Safety Inspections, monitoring buildings under construction, hydrant/FDC access issues, snow removal, street name issues, public education programs, analysis of NFIRS data, program needs, and Firehouse Software data analysis.

Analyzes needs in districts based on data analysis, customer complaints, meetings with neighborhood groups, and other methods that assess neighborhood and station district needs.

Develops efficient programs for managing above stated needs.

Oversees the handling of complaints from citizens within districts or as assigned by the Battalion Chief; may consult with members or bureaus within the department to assist in resolving citizen concerns.

Develops programs for getting the Fire Department and stations more involved with the neighborhood and meeting neighborhoods' needs.

May perform work in specific support division in the department where assignments are made and reviewed by superior officers.

May serve as a member of a specialized team.

May perform the duties of a higher-level officer in his/her absence for temporary period of time.

Protects life and property of citizens; responsible for the safety and protection of emergency response personnel in emergencies as well as routine activities.

Performs work and supervises the general activities of emergency response personnel in all types of emergencies; plans and directs mitigation of hazardous and emergency situations.

Evaluates subordinates in daily activities, station functions, and emergency functions.

Maintains and purchases supply inventories.

Initiates contact and scheduling for coordination of apparatus repairs and modifications with other city agencies, commercial repair facilities, and apparatus manufacturers; maintains apparatus in serviceable order.

Repairs equipment and facilities within capabilities.

Prepares vehicle and equipment specifications.

Coordinates, initiates, and oversees maintenance activities for facilities and equipment.

Serves as liaison for shift personnel and shift commander.

Plans and manages budget for day-to-day operation of the station, including station supplies, tools, laundry, infrastructure, and structures.

Plans and manages budget for the purchase, maintenance, and repair of life safety ropes, harnesses, hardware, utility ropes, water rescue equipment, confined space equipment, and collapse rescue equipment.

Oversees the research, design, bid, and purchase of heavy rescue apparatus; assists in the research, design, bid, and purchase of fire apparatus assigned to station.

Plans and manages budget for department SCBA.

Responds to emergency and non-emergency fire, EMS, Haz Mat, and technical rescue calls and other responses deemed necessary.

Participates in prevention and training activities.

Represents the city and the Fire Department to members of the public.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Firefighting	Emergency Medical Services	Rescue
Hazmat	General Business Equipment	Training

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associates degree in fire protection, business, public administration, management, medical services field or a related field, supplemented by at least three college credits in management and five years experience in full-time career department, two years of which have been in a supervisory capacity, or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

New Hampshire Firefighter Level II	Valid New Hampshire Driver's License
New Hampshire Providers License - EMT Level or above	Fire Officer I (Desired)
Hazardous Materials Operations & Decontamination	Fire Officer II (Desired)
Fire and Emergency Services Instructor I (Desired)	

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of modern firefighting techniques and equipment.

Principles and practices of emergency medical services procedures and techniques.

Techniques of fire prevention, including inspection methods, fire hazards, and methods of eliminating hazardous conditions.

Laws and ordinances pertaining to fire prevention and to the construction and occupancy of buildings.

Standard business math, including percentages and decimals.

Principles and practices of fire safety and inspections.

Record keeping, report preparation, filing methods, and records management techniques.

Management of budgetary principles and practices.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal, local, and departmental laws, ordinances, rules, and regulations.

Computer applications related to the work.

Skill in:

Supervising and directing the work of subordinates, including planning and assigning work and training and instructing firefighters.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Communicating clearly and effectively, both orally and in writing.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Understand and follow departmental policies, rules, and instructions.

Analyze emergency situations and take effective courses of action despite pressure from dealing with rapidly moving fire, trapped or injured victims, and other stressful situations.

Understand and carry out oral and written instructions, giving close attention to detail and accuracy.

Read and interpret documents such as building plans, safety rules, operation and maintenance instructions, and procedure manuals.

Enforce laws and regulations firmly and impartially.

Speak effectively before groups of employees and public groups and respond to questions.

Write reports, correspondence, and procedure manuals.

While performing the essential functions of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk, hear, smell, and use hands to finger, handle, or feel. The employee is occasionally required to lift and/or move in excess of 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to flames, smoke, wet and humid conditions, extreme cold or heat, work near moving mechanical parts, work in high precarious places, toxic or caustic materials, fumes or airborne particles, risk of electrical shock, highly contagious and/or infectious diseases through close contact with patients and/or contaminated bodyfluids, work near hazardous materials, and violent and uncontrollable individuals.

Working time may occasionally require irregular hours and shift times.

Incumbent's working conditions are typically quiet, but may become very loud responding to emergency calls and at the scene of a fire or other emergency.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.