

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: FIRE CAPTAIN (Job Code 457).

GENERAL STATEMENT OF JOB

Under the direction of Battalion Chief this position is responsible for performing, directing and supervising the activities of a company on an assigned shift. Responsibilities include supervising fire and rescue crews on the scene of incidents until relieved by a superior officer. Work is reviewed through observation, conferences and written reports for adherence to established policies and procedures.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Commands a fire company in route and on scene of a fire, emergency medical incident, or other emergency until relieved by a superior officer, determining type of fire, mode of combat, type, source and amount of suppressant, and how and when a burning structure will be entered, and providing supervision, coordination and quality control.

Ensures that equipment and apparatus is properly maintained, directs and participates in periodic equipment and facility inspections, and directs and assists in grounds and station house maintenance.

Assigns and schedules duties for subordinates in the station, monitors radio communications.

Conducts drills and in-service training classes to help maintain high levels of performance, and maintains monitor on EMT and Paramedic recertification.

Supervises, directs, and evaluates the performance and skills of subordinates, and investigates any infractions of protocol, rules, and regulations.

Completes incidents and daily drill reports and other forms, orders station and office supplies, records repair and maintenance, and tracks and logs inventory requisitions.

Conducts meetings and informs subordinates of new information, regulations, and procedures, conducts fire prevention and fire education lectures.

Prepares and reviews patient care, fire, hazardous material, and incident reports.

Maintains liaisons with hospitals, outside agencies and other divisions in order to provide the highest quality service.

Manages administrative tasks and programs when assigned to a staff position.

Coordinates program delivery and works with the operations division chief and all field personnel.

Coordinates and works with outside agencies and departments to manage and deliver their assigned programs.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in Fire Science and/or EMS (Emergency Medical Services), supplemented by minimum three (3) years of experience as a Driver/Engineer or Lieutenant with the City of Margate Fire Rescue, have completed the classes necessary for Municipal Fire Officer I certification, possess and maintain a valid State of Florida class "E" driver's license, certifications according to placement, i.e., Fire Inspector, Paramedic, EMT. Must be a certified Firefighter.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to heavy weight (5-100 pounds). Physical agility and fitness for performing duties that require potential exertion, i.e., moving victims, climbing ladders.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority.

Language Ability: Requires the ability to read a variety of materials relevant to fire and rescue operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under considerable stress, i.e. when confronted with potentially life-threatening situations.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern principles, methods and equipment for an efficient, effective Fire and Emergency Medical Service.

Knowledge of the development, management, and practices of Fire and EMS Administration.

Knowledge of the laws, statutes, ordinances, codes, standards, rules and regulations pertaining to fire prevention and investigation, and the operation of a Fire Department.

Knowledge of the effective methods of planning, training, assigning and directing personnel and equipment for the most efficient use during small as well as large or complex and dangerous fires.

Knowledge of and ability to use appropriate Incident Command System (ICS) procedures and terminology.

Knowledge of Emergency Medical Practice, ACLS, and CPR.

Knowledge of effective supervisory principles and techniques.

Knowledge of report and record maintenance principles and practices.

Skilled in the care and safe operation of a variety of fire emergency service equipment.

Skilled in the operation of motorized vehicles under adverse conditions.

Ability to understand and follow oral and written instructions.

Ability to analyze situations quickly and objectively, and operate within established SOGs and medical protocol guidelines.

Ability to determine proper courses of action within the established framework of policies and procedures.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions.

Ability to manage and deliver multiple programs as a staff officer.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date