



Superstition Fire & Medical District

Job Description

Job Title:	Fire Captain	Department:	Public Safety
Salary Range:	#45: \$63,598 - \$85,227	FLSA Class:	Non-Exempt

Position Summary:

Under general direction of the Battalion Chief, supervises firefighting companies in suppression of fires, emergency medical services, fire prevention, and public education activities. Supervises maintenance of fire station, equipment, apparatus and related work as required; coordinates the scheduling of personnel, equipment, training and work activity; coordinates line functions within administrative policy and does related work as required. Fire Captains are required to work 24-hour shifts, however, incumbents may be assigned to work 40-hour work weeks.

Essential Functions:

- Determines emergency situations, calls for a specific set of actions, and directs subordinates and the public during emergency situations; assumes command and supervises all activities in the absence of superior.
- Determines training needs, and instructs subordinates in the proper performance of their duties, apparatus and equipment use, specific procedures, and compliance with rules, regulations and policies both formally and informally.
- Assists other officers by doing research, conducting project and program work, and providing background information and recommendations.
- Coordinates and schedules work assignments for subordinates on a daily/shift basis. Evaluates the work performance of subordinates both formally and informally, including annual/quarterly/monthly ratings and day to day evaluations of their work; makes recommendations and suggests areas of improvement.
- Advises subordinates as to the meaning and consequences of SFMD policies, and ensures that these policies are adhered to; advises and consults with subordinates on job-related problems, and refers them to the appropriate resource.
- Responds to and mediates subordinate complaints and inquiries both verbally and in writing. Ensures that discipline is properly administered to subordinates in terms of makes recommendations through chain-of-command regarding appropriate disciplinary actions and

performance improvement plans.

- Advice subordinates on career goals and opportunities within the fire service.
- Prepares reports, completes forms, issues memos, and writes correspondence which are both internal and external to the SFMD.
- Reviews, evaluates and approves various types of reports as to both content and form.
- Maintains records, daily logs, and files in a variety of areas such as assignments, training, attendance, and equipment usage.
- Initiates and conducts inspections of subordinates, records, equipment, apparatus and the station in order to insure that SFMD policy and regulations are being followed.
- Operates and utilizes a variety of equipment, devices, and apparatus; insures that maintenance and repair needs of the station, apparatus and equipment are attended to.
- Participates in and directs the activities of subordinates in the conduct of fire inspections and the development of pre-plans.
- Gives and/or supervises the giving of presentation/demonstrations for schools and civic groups; provides information and assistance to the public; assists individuals at emergency scenes; and promotes the image of the SFMD within the community.
- Provides information to other SFMD personnel through written or verbal communications.
- May assume the assignment of Field Incident Technician (FIT) aiding and acting as the Battalion Chief for purposes of incident management and accountability in accordance with NFPA 1710.

Knowledge, Skills and Abilities:

- Knowledge of appropriate state, and local laws, codes, ordinances, and statutes related to fire prevention and control.
- Knowledge of standing orders, rules, regulations, administrative policies, and operational procedures.
- Knowledge of personnel policies.
- Knowledge of interacting agencies and their resources.
Knowledge of the goals and objectives of the SFMD.
Knowledge of building construction and utility installations.
- Knowledge of the physical sciences as they relate to the fire service and fire behavior, including chemistry and physics.
- Knowledge of basic fire investigation techniques.
- Knowledge of salvage and overhaul techniques and procedures.
Knowledge of fire suppression techniques, tactics and strategy.
Knowledge of EMS certification level procedures and techniques.
Knowledge of radio and telephone equipment.
- Knowledge of Incident Command System.
Knowledge of Hazardous materials.
- Knowledge of safety procedures, policies, and practices.
- Knowledge of rescue techniques, procedures, policies, and practices.
Knowledge of specialized test procedures (hoses, ladders, pumps, etc.).
Knowledge of Supervisory procedures, methods and techniques.
- Knowledge of Training/Instruction procedures and techniques.
- Ability to speak in a clear, effective manner so that the listener grasps the message.

Ability to be persuasive and effective in getting point across and explaining actions.
Ability to listen to what individuals have to say and can elicit information from others.

- Ability to communicate the technical aspects of fire service work in an understandable manner. Ability to follow written and oral instructions.
- Ability to use proper terminology and issues clear, precise commands. Ability to express ideas, facts and reasoning clearly and effectively in writing.
- Ability to effectively organize and prepare written material on a variety of issues. Ability to express ideas in a concise, factual and sequential manner.
- Ability to use appropriate grammar, phraseology and sentence structure.
- Ability to read and comprehend lengthy and complicated reports and fire service material. Ability to direct individuals toward the accomplishment of a task.
- Ability to accept responsibility for providing direction and ensuring that policies and procedures are followed.
- Ability to be self-confident, assertive, and a self-starter.
- Ability to demonstrate initiative in perceiving and dealing with complaints or problems. Ability to utilize chain of command.
- Ability to conduct effective training sessions.
- Ability to recognize when to take action and what type of action is appropriate. Ability to willingly make decisions.
- Ability to make judgments and choose appropriate solutions from a number of alternative choices.
- Ability to realize ramifications of possible impact decisions.
- Ability to interpret facts on hand and to size up normal and/or emergency situations and determine appropriate action.
- Ability to efficiently establish an appropriate course of action for self and/or others to accomplish a specific goal.
- Ability to make proper assignments of personnel and appropriate use of resources. Ability to appropriately delegate authority and responsibility.
- Ability to order, interpret, and transmit priorities so that they can be accomplished. Establish goals and set priorities for action.
- Ability to deal with people in a tactful, diplomatic and polite manner.
- Ability to interact with others in a way that demonstrates sensitivity to their needs and motives.
- Ability to not arouse unnecessary antagonism or negative feelings.
- Ability to be cooperative in dealing with others and functions as part of the team.
- Ability to accept constructive criticism.
- Ability to effectively deal with people in confrontational situations.
- Ability to maintain a professional manner and demeanor and sets an example for subordinates. Ability to present a positive outlook and be willing to spend whatever time is necessary to get the job done.
- Ability to be loyal to the SFMD and its associates, and strives to up-grade own performance and that of her/her subordinates.
- Ability to be genuinely dedicated to the job and the ideals of the fire service profession.

- Ability to implement a plan of action under mental, and sometimes physical and emotional stress. Ability to remain calm and function in pressure, frustrating or difficult situations.
- Ability to be responsible for his/her own actions.
- Ability to direct firefighting/emergency activities in a safe, effective and efficient manner.
- Ability to consider changing circumstances in order to minimize losses and eliminate risks.
- Ability to take decisive actions.
- Ability to apply information contained in SFMD and standard firefighting references to problem situations in order to resolve them.
- Ability to be aware of the availability of resources on the fire ground and in other situations and is practical in their application.

Required Training and Experience:

- Candidate must meet the minimum and additional requirements and qualifications of firefighter with the SFMD **AND**;
- Candidate must have four (4) years full time employment with the SFMD **OR**;
- Candidate must have three (3) years full time employment with the SFMD and a minimum of an associate's degree **OR**;
- Candidate must have three (3) years full time employment with the SFMD and three (3) years prior full time employment as a firefighter with another fire service agency.

Additional Requirements and Qualifications:

- Provide the leadership required for organizational effectiveness and success.
- Initiate and exercise a positive role in consideration of the SFMD's mission both interior and exterior to the organization.
- Possession of an Emergency Medical Technician, Intermediate Emergency Medical Technician or Paramedic certification.
- Performance of other essential functions depending upon work location, assignment and/or shift.

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment and/or shift.