



CLASSIFICATION DESCRIPTION

TITLE: FIRE CAPTAIN JOB CODE: 19 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under direction of a Fire Chief, the purpose of the position is to provide second-line command over an emergency response shift, e.g., engine companies, ladder trucks, rescue squads. Employees in this classification perform in a middle management capacity to direct and manage emergency response activities, e.g., fire suppression, EMS, hazardous materials control. Position is accountable for the facilitating and enforcing departmental policies and procedures. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises, assigns and evaluates the activities and responsibilities of the assigned fire response shift, e.g., Fire Lieutenants.
- Manages response to fire alarms in the City and emergency medical calls, e.g., suppression and extinguishing fires; stabilization of patients; emergency medical activities and hazardous materials control.
- Commands response to highly involved fire alarms and emergency medical calls; manages fire suppression, emergency medical activities and hazardous materials control.
- Ensures all response activities are in compliance with all State Rules and service Medical Director's standards for EMT and Paramedic medical care.
- Operates and inspects Fire Department vehicles; operates, utilizes and maintains Fire Department equipment and gear; operates, tests and maintains pumps; ensures all proper inspections and maintenance are in compliance with standard codes and regulations.
- Communicates with dispatch, emergency room physicians and staff, police, fire officers and related personnel for the accurate and efficient dissemination of information.
- Provides professional direction and advising to departmental professional and technical staff.
- Manages salvage operations after emergency situation is controlled and/or suppressed.

- Manages the supervision and direction of custodial and technical duties at the station, e.g., cleaning and maintaining Fire Station facilities and equipment, inspection of fire equipment for necessary repairs.
- Prepares and submits various state and national incident records and reports.
- Attends continuing education programs in fire fighting and first aid.
- Communicates with other departments and public agencies for the dissemination of information; leads and participates in public education and community outreach programs.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

B/A degree; supplemented by five (5) years responsible firefighting experience; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess Florida State Firefighters Minimum Standards Certificate.

Must possess Florida certification as Emergency Medical Technician or certification as a Paramedic.

Must possess current Cardiopulmonary Resuscitation (CPR) Certification.

Must possess a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively manage a staff comprised of professionals and entry level management engaged in carrying out fire suppression, EMS, hazardous materials control functions.
- Ability to supervise and enforce safe First Aide/medical procedures set forth by the City's Medical Director, rescue methods, procedures and practices.
- Thorough knowledge of current principles and practices of fire rescue and EMT/Paramedic work, governing laws, ordinances, policies and procedures.
- Thorough knowledge of pre-established City, County and State policies and procedures applicable to the work.
- Skill in safe First Aide methods, procedures and practices.
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.
- Ability to understand and follow written and oral instructions.
- Ability to clearly communicate information both verbally and in writing.

- Ability to read, update and maintain various records and files.
- Ability to operate basic office equipment.
- Ability to access, operate and maintain various software applications.
- Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job some tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking.
- Emergency tasks and training involve the performance of physically demanding work, which may involve some combination of running, climbing or jumping, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials and/or persons. (20-150 pounds).
- Must be able to wear protective clothing and equipment up to 60 pounds and work in extremely high temperatures and toxic atmospheres.
- In responding to critical incidents, the incumbent may be exposed to fire, fumes or airborne particles, toxic or caustic substances, excessive noise, temperature extremes, and dampness/humidity. The incumbent may be exposed to possible bodily injury from falling from high, exposed places; moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.