

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

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WC:	7704
PG:	512
EEO:	2

CLASSIFICATION TITLE: Fire Captain (Fire Officer II)

PURPOSE OF CLASSIFICATION

The Fire Captain is a working manager responsible for management, direction, coordination, and evaluation of one or more fire companies assigned to a fire station. The Fire Captain is responsible for assuming the role of Incident Commander on medium size, moderately complex emergencies, determine risk to people and property, selection of proper strategies and implementation of appropriate tactics in the mitigation of emergency incidents, and is accountable for the safety and well-being of firefighting personnel and civilians throughout such incidents. The Fire Captain is responsible for all resources assigned to a fire department facility and for the development of the facility budget requests.

The Fire Captain may be assigned to perform professional work preparing and delivering technical information regarding fire, police, and emergency medical curriculums to fire, police, and emergency medical personnel. Performs administrative and managerial level tasks in preparing, updating and maintaining fire department training records and reporting the same to state agencies, developing, scheduling, and delivery of training classes at the training facility as well as in the fire stations, supervising training staff, and maintaining and updating department training resources.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned;

Emergency incident mitigation and documentation; Assumes the role of Incident Commander on emergency scenes from lower ranking personnel until relieved by a Chief Officer, analyzes emergency scene conditions, develops an initial action plan based on mission priorities with clearly defined strategies so that available resources are deployed to safely control the emergency.

The Fire Captain may function as a Division Officer or a Command Staff Officer in an incident command system on medium to large size emergency scenes with moderate to extreme levels of complexity. Receives and processes information from crew leaders or group leaders, reports conditions and progress to command staff, offers response opinions related to conditions.

Implements an action plan at an emergency incident by determining appropriate tactics needed to accomplish strategic assignments, assign tasks or responsibilities to emergency crews so that instructions are complete, clear, concise; safety considerations are addressed; and the desired outcomes are conveyed. Ensures departmental policies and procedures are performed in a safe manner.

Respond to medical emergencies and renders medical care to include patient assessment, airway management, patient treatment, and patient packaging all in accordance with the level of Georgia EMT certification possessed.

Drive any fire department apparatus or emergency vehicle with due regard for all others using the roadway and in accordance with Georgia Traffic Laws and established department and City policies. Operate the fire apparatus pump and aerial ladders as required in support of firefighting and rescue operations in a safe and efficient manner.

Conducts post incident investigation to determine the origin and cause of a fire, secures the incident scene to protect potential evidence from damage or destruction when necessary. Contacts on call fire investigators as necessary to process fire scene.

Reviews all incident documents, reports, and logs for the assigned station for accuracy, spelling, grammar, and format. Returns rejected documents to the subordinate for correction. Reviews alarm handling times, turn out time, response time, and on scene times to insure calls for service are handled within established standards.

Schedules, directs, coordinates, and records training activities; Participates in training activities; delivers classroom lectures; conducts live fire and other hands-on training exercises involving fire, police and EMS topics at the training facility, fire stations, and off site locations on weekdays and weekends, day and night as required; operates and demonstrates the use of related fire equipment

Develops fire, police and emergency medical lessons/curriculum; prepares testing materials; evaluates new equipment and textbooks materials for use in training activities and lessons; evaluates current emergency procedures and operating procedures for training purposes. Helps plan and participates in small, medium, and large scale disaster drills.

Initiates and maintains training records for training sessions at the station and department level. Ensures all personnel are in compliance with training standards established by the State of Georgia. Schedules training at the station and department level for annual firefighting and EMT skills testing required by the State of Georgia. Schedules.

Provides over the road driver training to Fire Apparatus Operator candidates, evaluates candidate's skills and knowledge, and recommends certification status to the department Training Officer.

Provides career development plans for subordinates as related to NPQ Certification levels and department qualifications so the individual(s) acquires the necessary knowledge, skills, and abilities to be eligible for career advancement. Evaluates professional qualifications of subordinates to ensure he/she is qualified and capable of assuming the duties of the Fire Captain in his/her absence.

Ensures operational readiness and function of personnel, apparatus, and equipment; Conducts assessments of apparatus, equipment, and supplies to determine operational readiness. Assigns station personnel tasks to complete apparatus and equipment maintenance procedures and document status. Reports all repair and maintenance issues to the department Logistics Officer and coordinates repair schedules to minimize out of service time.

Inspects station personnel's personal protective equipment to ensure it is clean, in good repair, and operational. Ensures all PPE is properly decontaminated after emergency incidents, recommends replacement of PPE when necessary, ensures all PPE policies and procedures are followed. Conducts regular assessments to ensure all station personnel are able to perform rapid dress drills as specified by the Georgia Firefighters Standards and Training Council's Firefighter Core Competencies.

Conducts assessments of the fire station and grounds identifying issues that need attention. Assigns station personnel to repair and/or facility maintenance details, and reviews completed assignments. Reports major issues to the Logistics Officer.

Develop a master preventative maintenance schedule for all vehicles, tools, equipment, and station systems and structure. Schedule annual testing of hoses, pumps, aerials, ladders, and other equipment as specified by the Logistics Officer, policy, and/or standards. Coordinate schedule with other Fire Captains assigned to the station.

Completes administrative duties at the station level; Implements general administrative functions at the station level to include the accurate completion of logs, reports, personnel records, and record management system data entries. Prepare and submit a Station and/or Division budget to include operational costs and capital resources needed to operate the station during a given budget year including all appropriate justifications.

Prepare and/or review and submit station purchase order requests with accompanying justification documentation through the appropriate channels. Identify and report all necessary resource repairs and maintenance to preserve capital investments. Meet with and discuss repairs and maintenance with outside vendors to ensure all work is completed according to established specifications and/or appropriate standards.

Develop rules and regulations for the assigned station that are within the limits of department and City policies to ensure seamless station operation within the assigned shift and other shifts. Communicate information with other Fire Captains assigned to the station on other shifts to coordinate all aspects of station operations.

Approves station personnel's leave requests and submits the request through the appropriate chain of command for final review. Make personnel apparatus assignments for each shift and report assignments on daily roster lists. Provide Fire Administration with time sheets for assigned personnel to accurately document payroll data.

Understand and be able to explain each component of the department's organizational structure clearly and accurately with respect to the purpose and mission of the department. Explain the need and benefits of accurately collecting incident response data.

Investigate, analyze, and report accidents, injuries, and/or infectious disease exposures according to department and City policies; ensure personnel receive appropriate treatment; complete and submit the necessary reports through the chain of command.

Conduct public education activities and attend to customer service issues; Respond to inquiries of the community and communicate the role, image, and mission of the department to the public. Deliver safety, injury, and fire prevention education programs to civilian audiences in a wide variety of settings.

Initiate action to citizens' concerns so that the concern is answered or referred to the correct individual for action. Respond to public inquiry in accordance with policies and procedures so that the inquiry is answered accurately, courteously, and in accordance proper authorizations. Explain the department's relationship with other departments, jurisdictions, and external agencies.

Interaction with City departments and local jurisdictions; Attend meetings as assigned by superior officers, participate in meetings with regards to the best interests of the department and City, provide superior officers with information and updates as necessary to complete the assignment. Provide/receive resources to/from external agencies as necessary to satisfy mutual aid and automatic aid agreements.

Conduct fire prevention inspection activities; Conduct fire prevention inspections to identify hazards and address violations in various occupancies completing and submitting the proper paperwork and data entries. Refer serious violation issues to the Fire Marshal's Office for follow up.

Conduct pre-fire planning documents to identify; building construction type; alarm, detection, and fire suppression systems; hazardous materials, conditions, and processes; and locate apparatus placement, building access points, and other significant features of the property.

Develop a master station schedule for inspecting/maintaining fire hydrants, conducting fire inspections, and conducting pre-fire plan site visits in the assigned area. Coordinate schedule with other Fire Captains assigned to the station.

Manage personnel with regards to Human Resource issues; Assigns station personnel non-emergency tasks or responsibilities at the station or other locations so that instructions are complete, clear, concise; safety considerations are addressed; and the desired outcomes are conveyed.

Coordinate the completion of assigned tasks and projects by personnel so that the assignments are prioritized, a plan for the completion of each assignment is developed, and personnel are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments.

Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed. Initiate minor to moderate actions for personnel-related problems so that the situation is identified and the actions taken are within the established policies and procedures. Refer serious personnel-related problems to the administrative level.

Review the job performance evaluations of assigned personnel against established performance indicators and previous evaluations. Complete related documentation of evaluations and submit in a timely manner. Recommend remedial training and/or educational requirements to improve job performance. Initiate actions to maximize personnel performance or correct unacceptable performance. Complete job performance evaluations for immediate subordinates.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS

Must be 18 years of age and possess a High School Diploma (or GED); possess a Georgia Firefighter Certification or NPQ I or II Certification; possess NPQ Fire Apparatus Operator Certification, NPQ Fire Instructor II Certification, and have a minimum of three years experience as a Lieutenant or Fire Apparatus Operator. NPQ Fire Officer II Certification required or equivalent training and experience. Must have Federal ICS 100, ICS 200, ICS 300, IS 700, IS 800, and IS 801 to IS 814 Certifications. State of Georgia EMT-Intermediate or Paramedic Certification required. Ability to meet and maintain current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act. Possession of or ability to readily obtain a valid Class B driver's license issued by the State of Georgia.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines, tools and equipment which includes a motor vehicle, computer, generator, fire pump, fire hydrant, axe, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work. The candidate must be able to be certified by an M.D. to be able to meet the medical conditions in the latest edition of NFPA 1582.

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

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information related to firefighting. Includes giving assignments and/or directions to other members or assistants.

Language Ability: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to firefighting. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques related to firefighting; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, visually with firefighting equipment and tools.

Motor Coordination: Requires the ability to coordinate hands and eyes in using firefighting equipment.

Manual Dexterity: Requires the ability to handle a variety of items, firefighting equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

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

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions related to firefighting. The worker needs to relate to people in situations involving more than giving or receiving instructions such as in interpreting basic architectural drawings/diagrams in an emergency situation. Must be adaptable to performing under considerable stress when confronted with an emergency.

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

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of policies, procedures, and activities of the department. Has thorough knowledge of firefighting and emergency medical practices as necessary in the completion of daily responsibilities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Has a working knowledge of and is proficient with computers and associated accessory equipment. Understands the organization of local government; enabling and regulatory legislation and the law-making process at the local, state, and federal levels; the function of various departments, agencies, and external organizations and their roles and responsibilities that relate to the fire service and public safety.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Keeps abreast of any changes in policy, methods, computer operations, equipment needs and policies, etc. as they pertain to departmental operations and activities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, other members and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends required training meetings and alarms regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to superior officer with respect to absence or tardiness to required training classes or other assignments.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment. Is able to use independent judgment in determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and for mutual and City benefit. Contributes to maintaining high morale among all- City employees. Develops and maintains cooperative and courteous relationships with department staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with assigned station officers, the Fire Chief, City Administrators, other professionals, and the public.

Time Management: Performs daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

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