

CAPTAIN

MAJOR FUNCTION

This is a front-line supervisory position. Management, administrative, and technical work performing and directing personnel engaged in firefighting, emergency response, hazardous materials response and mitigation, rescue operations, public education and other specialized fire service related functions. Positions allocated to this classification report to a battalion chief and work under general supervision.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Plans, directs, manages and coordinates the activities of subordinate personnel in assigned district.
- Directly responsible and accountable for all aspects of district's management including station operations, personnel, and equipment, at all times.
- Participates in the development of goals and objectives for the assigned station(s) and directing staff in order to achieve same.
- Operates a quick response emergency vehicle responding to emergencies in a safe and effective manner through the ICS system.
- Responsible for the communication between station personnel and higher ranking officers.
- Observes performance of subordinate staff in order to conduct performance appraisals.
- Conducts investigations into accidents or incidents involving equipment loss, personnel, volunteers, and/or citizens.
- Recommends personnel actions involving subordinate station staff.
- Leads and assists battalion and department training activities in drills, classes in firefighting, emergency medical, hazardous materials, or related subjects. Maintains documentation of training activities in compliance with OSHA NFPA and related regulations.
- Completes various reports involving station personnel, equipment, and performance.
- Communicates with the appropriate liaison and ensures all stations have adequate supplies and equipment. Coordinates equipment repairs ensuring proper state of readiness for assigned resources.
- Supervises teams preplanning target hazards in their response zones and directs crews conducting fire prevention programs and other site surveys.

CAPTAIN

- During the 24-hour on-duty shift, responsible for directing the human and physical resources of the assigned district in response to all assigned fire and rescue emergency calls.
- Makes critical, timely decisions based on partial information to correctly allocate limited resources.
- Performs and supervises emergency medical activities when necessary.
- Establishes command of an emergency incident using accepted incident management principles until relieved by a superior officer, evaluates situation and reports to dispatch to ensure proper fire or rescue response of personnel and equipment.
- Prepares annual station(s) budget requests and responsible for purchasing station(s) operating supplies within authorized limits.

SECONDARY FUNCTIONS

- Assists in design and implementation of departmental special projects, public safety program activities, and administrative activities as assigned.
- Attends department staff meetings and workshops and organizes and conducts regular station meetings.
- Collects and analyzes data and prepares reports with recommendations from data analysis.
- Makes written and oral recommendations on revisions to or new standard operating guidelines and safety policies of department.
- Frequently called upon to prepare and present oral presentations to various community groups. May be managing executive for department wide functions such as developing apparatus specifications, inventory, repair and ordering of hose, etc.
- Assists in supervising or training of new recruits, volunteers, and part-time employees.
- May act in absence of Battalion Chief.
- May be assigned staff functions in areas other than the Operations Division. These include, but are not limited to, position descriptions such as; Training Officer, Public Education/Information Officer, Inspector, Investigator, and Instructor.

CUSTOMER SERVICE

This is a front-line position providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

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SUPERVISION

Responsible for directly and regularly supervising work of six or more employees and a varying staff of volunteers (up to 20), with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENCES, CERTIFICATIONS

Education and Experience

Vocational/Technical Diploma in Fire or EMS related field and at least two years experience as a Marion County Fire-Rescue Lieutenant, or any equivalent combination of education and experience. Must successfully complete various specified Florida State Fire College courses. These courses include: company officer; Firefighting Tactics and Strategy I; fire service instructor; methods and techniques; HazMat I; HazMat II; fire cause and origin and incident safety officer.

License

Must possess a valid state of Florida Driver License. EVOC required before operating any County owned vehicles.

Certifications

Must possess a current State of Florida Firefighter Certificate of Compliance. Must possess a current State of Florida EMT or Paramedic Certification. Must possess a current State of Florida Municipal Fire Inspector. EVOC certification.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedures.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

CAPTAIN

Problem Solving Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, and procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Considerable knowledge of fire suppression and prevention principles, procedures, techniques, and equipment.
- Considerable knowledge of emergency medical techniques and their applications.
- Considerable knowledge of hazardous materials and specialized rescue operations.
- Considerable knowledge of pre-emergency planning and inspection techniques and applications.
- Knowledge of departmental policies, operating procedures, rules and regulations, and the Collective Bargaining Agreement.
- Ability to be mentally capable of calming bereaved, angry, or emotionally distraught members of the public.
- Ability to lead teams of emergency personnel in fire combat or emergency medical/rescue situations under physically and mentally adverse conditions.
- Ability to react promptly and effectively in emergency situations.
- Ability to maintain situational awareness under extremely stressful and/or very high risk environments.
- Ability to make appropriate tactical decisions with limited data and secure safety of subordinates and public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

CAPTAIN

Machines and Equipment

The employee will be required to operate various types of fire engines and pumps, hoses, rescue vehicles, ALS or BLS medical equipment, extrication equipment, breathing apparatus, ladders, chain saws and axes, radios and communication equipment, and ventilation equipment in order to accomplish the tasks of the position. Also capable of skilled use of office machines, including; personal computers, telephone, fax machine, copy machine, and other general office equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and to lift over 100 pounds. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will regularly be exposed to wet or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold or heat, risk of electrical shock, explosives, and risk of radiation. The noise level for this position is sometimes very loud. Work requires being available and on call 24 hours a day; must be able to respond within 30 minutes from residence to the fire headquarters.

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Category: 2

Status: E

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