CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

FIRE CAPTAIN **3103**

GENERAL PURPOSE: Performs supervisory and some administrative work as the officer-in-charge of a shift and participates in developing programs for the Fire Department.

CLASSIFICATION SUMMARY: Directs and evaluates the activities of paid lieutenants, firefighters and reserves at the fire station, during training exercises, and at the scene of fire, EMS & rescue responses. Reports directly to the Fire Operations Officer who reviews work performance for the successful completion of assignments and the state of readiness of equipment and personnel on the shift.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervises the activities of assigned personnel; drives and operates fire and emergency apparatus and equipment; responds as officer-in-charge at the scene of a fire until relieved by the Fire Chief or Operations Officer; controls and extinguishes fires; protects life and property; maintains equipment, selects hose and nozzles depending on the type of fire, positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures; creates openings in buildings for ventilation or entrance; protects property from water or smoke by use of salvage covers; provides medical care to the appropriate level of Emergency Medical Technician.

Participates as a member of the management team, in the development and coordination of department programs. Supervises the performance of pre-fire planning, company inspections, building and in-service inspections, home inspection, and other programs; ensures uniformity of operations and adherence to departmental procedures.

Makes investigation of fire scene for cause of the fire; makes inspections of fire stations to determine status of equipment, facilities, and personnel; prepares records of shift activities.

Assists in the development of the department's annual budget.

Supervises annual hose and apparatus tests; supervises rescue and other emergency services including ambulance service; keeps a variety of activity records and prepares reports.

Exercises command over an assigned shift and requires all members to be familiar with the rules, regulations, and orders of the department, and be responsible for the efficiency and safety of the members of their shift.

Insures the shift is appropriately staffed at the beginning of each shift with qualified personnel.

Has a working knowledge of the Incident Command System (ICS) and is capable of assuming command responsibilities at emergency incidents.

Assists EMT's in patient care and assessment.

Assures proper care and maintenance of apparatus and equipment assigned to a station.

Reports to the Fire Operations Officer the loss of any article of equipment assigned to a shift.

Assures the completion of computerized reports for all emergencies and non-emergency incidents including: fire, medical, special rescues, and calls for public assistant.

Assures fire inspections assigned by Fire Prevention are completed properly each month and copies are sent to the Fire Prevention Officer. If during an inspection a fire safety code violation should come to their attention, they shall cause abatement of such violation or report the inability to do so to the Fire Prevention Officer.

Assists the Training Officer in training and evaluating all firefighters serving probationary status.

Instructs shift members in their duties and assures all personnel are properly training in their emergency and routine duties.

Develops and presents classes, in coordination with the Training Officer, to crewmembers on assigned responsibilities.

Conducts station tours.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:
- methods, mechanics, and theories used in fire suppression, prevention, and investigation activities.
- emergency medical principles and practices and skill in their application.
- the operation and maintenance of the various types of fire suppression apparatus and equipment used in firefighting and emergency medical apparatus and equipment.
- fire behavior and the basic principles of hydraulics.
- supervisory principles and practices.

Ability to:

- plan, assign, and direct firefighters, both under emergency and routine conditions.
- reason and react quickly and calmly in emergency situations.
- establish and maintain effective working relationships with the Fire Chief, department employees, and public.
- understand and follow oral and written instructions.
- write clear, concise, and comprehensive reports.
- develop and conduct effective training programs.

Physical strength and agility sufficient to perform the essential functions of the job.

Possession of a valid Emergency Medical Technician certificate.

Possession of valid driver's license and safe driving record.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

Six years of career experience in firefighting prevention, inspection, and emergency medical activities with two years at a level equivalent to a Lieutenant. Successful completion of a Fire Science degree may be substituted for up to one year of the firefighting experience.

TOOLS AND EQUIPMENT USED:
(For a detailed list of tools and equipment used, please refer to a current position description.)

Drives ambulances, rescue, and fire apparatus, operates fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, personal computer, phone, copy machine, fax machine. Shall be capable of wearing a Self Contained Breathing Apparatus while working under strenuous and/or hazardous conditions. Operates a personal computer.

WORK ENVIRONMENT:
(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Work is occasionally performed in confined spaces and/or in complete darkness. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including fire, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 150 pounds.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: 9/82 Revised: 1/91, 9/93, 5/94, 9/94, 3/96, 09/01, 12/01, 09/07