

CITY OF GLENDALE

TITLE:	Fire Captain	CLASS CODE:	689 (52 hrs) 690 (40 hrs)
REPORTS TO:	Battalion Chief	GRADE:	137
DEPARTMENT:	Fire	FLSA:	N

JOB SPECIFICATION DATE: March 2, 2012 lsz

JOB SUMMARY

Supervises and oversees the activities of a fire company during an assigned shift. This includes fire suppression, fire prevention, fire inspections, emergency medical services, and other related emergency requests. Special assignments manage functions in the fire administration offices.

ESSENTIAL FUNCTIONS

1. Plans, organizes, assigns, supervises, and evaluates the activities and personnel of a fire company.
2. Assists in the implementation of department policies, procedures, goals and objectives.
3. Directs and coordinates emergency scene activity unless relieved by a superior officer; assumes responsibility for the performance and safety of assigned personnel on the scene of an incident.
4. Determines what methods, manpower, equipment and apparatus to use at an emergency incident.
5. Provides emergency medical assistance at injury or accident scenes; administers and supervises the administering of first aid and basic life support procedures.
6. Supervises and participates in laying hose lines, directing water and pressure streams, placing ladders, ventilating buildings, rescuing persons, performing salvage and clean-up operations.
7. Writes fire and EMS reports and maintains records of all fire and emergency activities.
8. Identifies and preserves evidence at a fire, or other emergency scene.
9. Maintains records on the use of supplies and equipment, and the condition of all vehicles and equipment.
10. Supervises and participates in fire prevention inspections.
11. Instructs and drills fire company employees in fire fighting and emergency medical services techniques to insure minimum company standards are maintained.
12. Operates computer aided dispatch and other computerized data information systems to provide and obtain information.
13. May supervise and assign work to project managers, service workers and volunteers.
14. May develop and monitor the support services budget.
15. May approve the purchase of supplies, tools, equipment and new vehicles.
16. Manages and monitors inventories to insure sufficient resources.
17. May schedule vehicles for preventative maintenance; inspect completed maintenance and repairs of vehicles and other fire equipment.
18. Develops and implements policies and procedures for functional area.
19. May serve as a member of fire department management team.
20. Participates in public education and community relations activities including school visits and fire station tours.
21. Interprets, explains and enforces fire codes, and fire safety practices to citizens.
22. Attends Captains meetings and communicates information from staff to fire personnel.
23. Acts in the position of Fire Battalion Chief as assigned.
24. Participates in physical fitness activities to maintain physical conditioning.
25. Attends classes to update and maintain fire fighting and emergency medical service skills.
26. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, and procedures of modern fire fighting
- Purpose, operation, and maintenance of all firefighting vehicles, equipment and apparatus
- Principles and practices of employee supervision and training
- Emergency Medical Technician, Basic Life Support and paramedic support functions
- Fire prevention principles and practices; Uniform Fire code, Uniform Building Code; City fire hazards, and other emergency resources
- Department policies, rules and instructions for firefighting and rescue activities
- Extrication and the use of extrication tools
- Geographical layout of the City of Glendale and automatic response areas, street names, locations, and numbers, and the location of hydrants
- First responder hazardous materials and decontamination procedures
- Swift water and trench rescue techniques

Ability to:

- Operate computerized data information systems
- Supervise, train, and develop employees effectively
- Analyze emergency situations quickly and correctly and take effective courses of action
- Act independently and make independent judgements regarding safety of life issues
- Inspect fire and accident scenes; gather and preserve evidence
- Demonstrate physical endurance, agility, strength, and stamina under emergency conditions
- Deal effectively with people in stressful situations
- Communicate effectively verbally and in writing
- Establish and maintain effective working relationships with City staff and the general public

WORKING CONDITIONS

Work requires sustained physical activity, intense concentration, heavy lifting, climbing, working in heavy traffic, in confined, cramped areas, at considerable heights, under stressful situations, with exposure to extreme heat, adverse weather conditions, hazardous materials, and contagious diseases.

MINIMUM REQUIREMENTS

Completion of 64 hours of college level course work in Fire Science or related field, and seven years experience as a sworn regular status / full time firefighter.

Any equivalent combination of experience and education that provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS

- Must have completed the Firefighting Tactics and Strategy Firefighter Safety and Building Construction with a minimum grade of C for each class
- Glendale Fire Officer I and II within 6 months of hire
- Blue Card certification
- Emergency Medical Technician Certification
- First Responder Hazardous Materials Operational Level Certification
- Valid Arizona Driver's License
- Fire Captains assigned as Certified Emergency Paramedics must perform these duties within the regulations and guidelines of the State of Arizona
- Fire Captains assigned to the Hazardous Materials Team as a Hazardous Materials Technician must meet the certification requirements and standards of the State of Arizona
- Some positions work an average shift of 52 hours per week (24 hours on/48 hours off) or may be assigned to a 40 hour position