

FIRE CAPTAIN

General Statement of Duties: Directs and supervises the activities of a Fire Department company, including medic units, both in the station and at fires and other emergencies; performs other duties as assigned.

Distinguishing Features of the Class: Personnel in the rank of Fire Captain are expected to perform a wide range of duties, activities, and responsibilities including but not limited to fire suppression, fire prevention, emergency medical service, hazardous materials, confined space and other rescue, public education, operation and maintenance of Fire Department equipment, apparatus and facilities, training in all areas, public relations, and other related work as required.

Personnel in the rank of Fire Captain report directly to an Assistant Chief and are responsible for planning, organizing, and directing the daily activities of an assigned apparatus(s) and personnel. Personnel in the rank of Fire Captain can be assigned to the position of Company Officer, Training Drill Master, Support Services Officer, Technical Services Officer and Prevention Bureau Inspector.

Personnel in the rank of Fire Captain are responsible for their assigned fire station and its grounds, including the fire station's general maintenance, the ordering of supplies, and ensuring needed repairs are requested. Personnel in the rank of Fire Captain are expected to provide direct supervision and leadership of assigned personnel in emergency response and other activities.

Examples of Work: (Illustrative only)

- Responds to all types of fire, medical, hazardous material, rescue and other emergency and non-emergency incidents; participates in all fire, medical, hazardous material or rescue related activities including but not limited to search and rescue, laying and operation of hose lines, raising and climbing ladders, extinguishing of fires, ventilation and overhaul of fire scenes.
- Maintains a safe and healthful work environment by identifying and anticipating concerns and hazards, enforcing safety policies and procedures, and training employees in safe practices and procedures.
- Coordinates company level training of assigned personnel; documents all training activities.
- Performs company building and site inspections; preplans buildings for fires and other responses; completes and submits documentation of company inspections and preplans.
- Maintains company records and reports; requisitions supplies.
- Directs the activities of company personnel; ensures that assigned duties are performed.
- Ensures the maintenance, performance, and cleanliness of apparatus and equipment.
- Participates in the Fire Department fitness/wellness and health maintenance programs.

- Operates and functions within the Fire Department's Incident Management and Accountability systems; performs as a team leader under the direction of a Fire Department command officer.
- Ensures company compliance with the Fire Department Infection Control and Prevention Program.
- Coordinates daily company activities related to fire prevention, safety education, and inspections and preplanning; participate in prevention and safety education activities and programs at schools, businesses and other facilities.
- Ensures all company members interact with people and co-workers in an effective manner, even under adverse conditions and calmly manages sensitive or hostile public contacts.
- Ensures the operation of assigned Fire Department apparatus within State of Iowa law and Fire Department and City policy and procedures.
- Participates and serves as instructor in drills and training sessions; trains company personnel in the use of equipment and methods related to the activities of a company.
- Coordinates and assigns company members to conduct fire station tours for the general public; meets citizens and answers questions.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities: Thorough knowledge of fire behavior, fire control tactics and operations, Incident Management, emergency medical operations and protocols, instructional methodology, Fire Department rules, regulations, policies and procedures; City policies and procedures; other standards associated with emergency response activities; ability to supervise others; willingness to perform any task assigned; ability to understand and follow oral and written orders; ability to keep records and make reports; strength and ability to do prolonged manual and mechanical work under adverse conditions including while wearing PPE and SCBA; ability to operate and maintain equipment and tools used by the Fire Department in performing fire, rescue and EMS related activities; cooperativeness, tactfulness and the ability to get along with departmental personnel and civilians; ability to operate technical equipment such as computers, power tools, and meters; ability to effectively communicate, both orally and in writing.

Acceptable Experience and Training: Minimum six (6) years with the Council Bluffs Fire Department,, including two (2) years as an Engineer.

Required Certification and Licenses: Minimum State of Iowa EMT-B certification (EMT-First Responder for employees promoted to Fire Captain before July 1, 2004, EMT-P for personnel hired into the Firefighter/Paramedic position); minimum of a State of Iowa Class D Chauffeurs drivers license with a 16,000 lb rating; State of Iowa Instructor I certification, State of Iowa Firefighter I and Firefighter II certification; certificate of completion in Incident Management System and Fire Ground Operations; certification of competency at the Has Mat Operations or Technician level as determined by the Fire Department administration.