

**Classification Title: Fire Captain**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Provide rapid fire-suppression response to protect life and property by controlling and extinguishing fires. Supervise and provide necessary administrative personnel support to Fire Station staff; assist in developing operational guidelines and procedures; maintain firefighting equipment; provide training to the general public on fire prevention awareness and first aid; and respond to medical emergencies and after-effects of hazardous weather. Perform difficult protective service directing and supervising a fire company. Work is performed under regular supervision. Supervision is exercised over a fire company on an assigned shift.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Directs, schedules and manages work assignments of various shifts of career and volunteer employees. Provides administrative and training support to fire station personnel on firefighting activities and station operating procedures. Provides direction to career and voluntary firefighting personnel in the station.
2	V	Responds to fire and emergency calls by providing incident command support, and emergency site direction for completing fire suppression activities for residential, commercial structures, vehicles, rubbish and grass areas. May operate apparatus as required and in accordance to essential functions set forth as a Fire Fighter Driver Operator by removing hazards from emergency scenes, rescuing persons from fire and emergency scenes, utilizing fire extinguishing and extraction equipment to suppress fires and documenting actions when appropriate.
3	L	Supervises and conducts hydrant testing, hose testing, apparatus and pump testing. Supervises maintenance and testing of apparatus and equipment. Keeps records and makes operational and personnel reports. Evaluates work of subordinates.

#	Code	Essential Functions
4	V	Provides basic emergency medical services by responding to emergency site, assessing the medical needs of patients, determining best immediate basic treatment, administering life support, utilizing trained medical skills, operating life-saving equipment, lifting and moving patients and extricating patients as necessary, assisting patients to emergency centers, completing medical reports, stocking medical supplies and documenting all services provided.
5	M	Educates the community about fire safety by responding to citizen inquiries and questions on fire safety, presenting fire safety tips to local schools and businesses, demonstrating appropriate personal actions during fires or emergencies, illustrating proper fire extinguisher use and first aid procedures and assisting with public tours of the fire station when necessary.
6	L	Maintains current medical and firefighting certifications by participating in continuing education related to medical, fire fighting, driving and computer skills and completing appropriate paperwork for training received.
7	M	Maintains fire station property by performing interior and exterior building maintenance such as mowing lawn, assisting with fire station cleaning activities and documenting maintenance actions when appropriate.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	High school diploma; or equivalent.
Experience	Four years of fire service experience with one year as a Lieutenant (if Lieutenant rank is applicable).
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Wake County Essentials of Firefighting School or equivalent basic training, NC Hazardous Materials Responder – Operations Plus Level (NFPA 472 and OSHA 29 CFR 1910.120), Incident Command Training (meeting objectives of NFPA 1561), Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003), Wake County First Responder – Defibrillation, NC Firefighter Level I and II Certification, NC Emergency Vehicle Driver, NC Driver/Operator-Pumps, and NC Driver/Operator-Aerial (NC Driver/Operator-Aerial only if required by departmental policy), NC Level I Fire Officer (NFPA 1021), and completion of Educational Methodology course
Reading	Basic
Math	Intermediate
Writing	Basic
Managerial	Receives General Direction.

CLASSIFICATION REQUIREMENTS	
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Heavy and specialized rescue and hand tools, hydraulic and manual ladders, fire apparatus, rescue saws, nozzles, power saws, telephone, cell phone, printer, copy and fax machines, computer and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
X Outdoors (see 1 below)	X Other (see 2 below)

- (1) Outdoors
- (2) Fire Station

**PROTECTIVE EQUIPMENT REQUIRED:**

Self-contained breathing apparatus, bunker gear, helmet, eye protection, boots, gloves, and biohazard protection