

CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE:	Captain
DEPARTMENT:	Fire Department
DIVISION:	Safety
SUPERVISED BY:	District Chief

POSITION SUMMARY: Supervises personnel assigned to the shift. Serves as a scene commander for a variety of emergency scenarios while adhering to the department and City policy. Stands ready physically and mentally to perform any and all functions. Subject to be called in to work during times of natural disasters or other emergencies. Position is supervised by the District Chief.

ESSENTIAL JOB FUNCTIONS:

- Directs the operations and training activities of the Department on a shift.
- Performs Fire Safety Inspections, Pre-Plans , and enforces fire codes.
- Responds to fire alarms. Directs the route to be taken to the fire and upon arrival determines what apparatus and equipment are needed. Makes decisions as to the best methods of extinguishing fires and directs operations until relieved by a superior officer.
- Wears firefighters protective clothing and self contained breathing apparatus.
- Performs fire suppression at wildland fires, vehicle fires and other outside fires.
- Drives & operates automotive fire apparatus to fire scenes and other emergency scenes as well as during routine daily activities as assigned.
- Enters hazardous atmospheres in single family dwellings, commercial occupancies, industrial sites or scenes of motor vehicle accidents and hazardous materials incidents to provide medical care, or search for and remove victims to safety.
- Performs all additional jobs necessary that are associated with firefighting and emergency medical care, including but not limited to forcible entry, basic life support, vehicle extrication, salvage, overhaul, ventilation, raising ground ladders, and hazardous materials mitigation.
- Directs firefighting crews inside buildings during fire suppression and assumes role for operations under the direction of the incident commander on emergency incidents.
- Functions as incident commander and directs crews from outside burning buildings or during emergency medical calls, hazardous materials incidents, motor vehicle crashes or other special events in the absence of a higher ranking officer.
- Ensures safety of personnel operating on emergency incidents and during routine non emergency functions.
- Maintains daily log book of activities and reviews incident reports for accuracy.
- Prepares incident reports using the National Fire Incident Reporting System (NFIRS).
- Works special details related to fire prevention, public education, fire suppression or other related areas when assigned.
- Interacts, cooperates with and coordinates services with coworkers and other Department Staff.
- Attends training programs to maintain certifications.
- Assists in training fire department personnel assigned to shift and documents training.
- Prepares performance evaluations of subordinates.
- Initiates disciplinary procedures when necessary.

JOB STANDARDS:

Formal Education: High School Graduate or equivalent

Experience: 3 years of firefighting and emergency medical service experience

Licenses & Certifications:

- Valid Florida Drivers License, must be insurable to the City's insurance carrier
- Florida State Certified Minimum Standards Certification (Firefighter II)
- Florida State Certified Emergency Medical Technician
- Florida State Aerial Operations
- Florida State Pump Operator Certificate of Competency
- Florida State Fire Officer I Certificate of Competency
- Florida State Fire Safety Inspector I
- Florida State Fire Instructor I

CRITICAL SKILLS, ABILITIES & EXPERTISE:

Physical Requirements: Use of fingers, arms, hands, and legs. Good eyesight (correctable) and hearing (correctable) are essential. Walking, standing, kneeling, bending, balancing, stooping, driving of standard vehicle, light lifting and/or carrying (up to 60 lbs) are constant. Climbing, straight pulling, hand over hand, pushing, crawling/, heavy lifting/carrying (60 lbs and over) are frequent.

Equipment: Telephone/radio, vehicle and vehicle specialized equipment, firefighters protective clothing, fire hose nozzles and equipment, self contained breathing apparatus. Use of computers to prepare reports and documents is constant.

Skills & Expertise: Knowledge of the components of the Incident Command System. Ability to ensure personnel are carrying out their assigned tasks safely and efficiently. Knowledge of geographic area and roads/highways in the City of Brooksville and Hernando County. Knowledge of federal, state and local traffic/highway laws and regulations. Knowledge of general vehicle safety and driving practices. Ability to work in all weather conditions. Skills in completing work with a high degree of accuracy and attention to detail. Ability to effectively communicate orally and in writing. Ability to establish effective working relationships with people, including coworkers, clients and supervisors. Ability to use and operate a telephone/radio. Ability to function well in stressful situations. Ability to communicate orally and in writing with other members of the department. Ability to understand and follow directions in English sufficiently to successfully perform required duties. Ability to understand and carry out verbal orders. Ability to live and work as a team with other members and staff of the Department and City of Brooksville. Ability to work in confined spaces. Ability to drive and operate any and all apparatus used by the department after required training is met. This includes but is not limited to Squads, Staff Vehicles, Pumpers, Aerials and some apparatus that has manual transmissions. Interacts, cooperates with and coordinates service with coworkers and other Department staff, at the direction of supervisor or standard operation procedures. Follows Standard Operating Guidelines (SOP) and Emergency Operating Guidelines (EOG) used by the Department. Ability to endure extreme temperatures (hot or cold) for extended time periods. Ability to ascend and descend ground ladders that reach lengths of 35' or higher as well as the ability to ascend and descend aerial ladders that reach heights of 70' or higher. Ability to remove victims trapped by fire or other emergency to a safe atmosphere. Knowledge of vehicle extrication. Ability to perform firefighting tasks and utilize equipment carried on fire apparatus. Ability to utilize protective equipment to include Self Contained Breathing Apparatus. Willingness and ability to exercise sound judgment, and perform at an acceptable level of efficiency and productivity. Ability to work independently. Ability to perform assigned duties timely and effectively while working carefully and complying with safety rules. Ability to maintain

satisfactory attendance records. Actively support the Departments Standard Operating and Emergency Operating guidelines and the City's goals, programs, and objectives and comply with the City's regulations and procedures. Ability to maintain an acceptable work schedule and attendance record. Ability to maintain an acceptable driving record and must be insurable by the City's insurance carrier.

ENVIRONMENTAL FACTORS:

Job Location: Functions in the fire station and in the field daily. Activities can occur in the City of Brooksville, Hernando County of any other jurisdiction as directed.

Work Environment: Working alone with little or no supervision is frequent. Works with others daily when on shift. Work in heat, cold, dust, wet conditions or under stressful emergency situations are frequent. Extreme noise in confined spaces is frequent as is exposure to extremely high temperatures during firefighting operations

NON-ESSENTIAL/SECONDARY FUNCTIONS:

- Performs any additional duties as directed by supervisor, department director or the City of Brooksville's management staff.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Employee Signature

Date

Supervisor Signature

Date

<u>HR INFORMATION</u>		REVISION DATE: February 12, 2016
FLSA STATUS: Non-Exempt	EEO CATEGORY: 5	W/C CODE: 7704
PAY GRADE: 685	SALARY RANGE:	