



## **Title:** Fire Captain

**FLSA STATUS:** Non-Exempt

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from a Battalion Chief.

Exercises direct, technical, and functional supervision over firefighting staff.

### **MINIMUM QUALIFICATIONS**

- **Education:** Candidates are required to complete the following college courses prior to testing for Captain:
  - Hydraulics
  - Apparatus
  - Building Construction or Fire Safety
  - Tactics and Strategy
  - Supervisory Training for Firefighters
  
- **Experience:** A minimum of seven years of full-time service as a firefighter with the City of Peoria Fire Department. Candidates must have completed the Engineer Move-Up Program.
  
- **Licenses/Certifications/Special Requirements:** Possession of a valid EMT or Paramedic certificate, depending upon assignment. NFPA/State of Arizona Incident Safety Officer (ISO) Certificate required within 18 months of appointment.

Upon promotion, candidates are further required to:

1. Successfully complete the City of Peoria's Captain's Probationary Program – within the first 12 months.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Associate's Degree or equivalent.
- Experience in a municipal or government setting.

### **JOB SUMMARY**

The purpose of this position is to Supervise and oversee a fire company, including activities involving fire suppression, emergency rescue, and training; and, provide staff assistance to the Battalion Chief.



**ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Recommends and assists in the implementation of goals and objectives.
2	Implements policies and procedures.
3	Plans and executes work assignments of fire personnel in an assigned company.
4	Directs firefighting and rescue operations until relieved by a superior officer; responds to fire alarms as an incident commander, assumes responsibility for the supervision, performance and safety of assigned firefighting personnel on the scene of an emergency incident.
5	Supervises and assists in rendering first aid at an emergency incident.
6	Obtains and otherwise preserves evidence at a fire scenes.
7	Participates in monitoring employee performance objectives; prepares employee performance reviews; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline procedures
8	Identifies the fire training needs of company personnel, including such areas as driving and operating equipment; ensures that necessary training is provided.
9	Instructs and leads fire training courses.
10	Assists and participates in the inspection of buildings and installations for fire hazards and fire safety systems as required by State law and City ordinances.
11	Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for needed equipment; monitors and controls expenditures.
12	Directs the cleaning of quarters, equipment, and apparatus at a fire station.
13	Assists in coordinating the maintenance and repair of fire suppression equipment and facilities; such as, hydrants, trucks, and support equipment.
14	Prepares reports, forms, recommendations, and other required administrative procedures of the Company.
15	Performs public speaking duties as part of the Department's public education programs.

**PARAMEDIC ASSIGNMENTS:**

For Fire Captains assigned as Paramedic the below essential functions apply in addition to the functions listed above.

#	Essential Functions – Paramedic Assignment
1	Administers advanced life support procedures to persons suffering medical emergencies.
2	Monitors and maintains medical equipment and drug supplies.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b>					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
<b>Sedentary</b>	<b>Light</b>	<b>Medium</b>	<b>Heavy</b>	<b>Very Heavy</b>	<b>X</b>
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.	

<b>Work Environment for this position is indicated below with “X”</b>				
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.				
<b>Office</b>	<b>Outdoors</b>	<b>Vehicle</b>	<b>Office and Field/ Plant/ Warehouse</b>	<b>X</b>
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, scanner, copy / fax machine, and related software, telephone, etc.

**PROTECTIVE EQUIPMENT REQUIRED:**

The position is subject to hazards: Proximity to moving mechanical parts, electrical current, exposure to chemicals, etc. Position is subject to outside environmental conditions: No effective protection from weather. Position may be subject to extreme heat or cold for periods of more than one hour. Position is subject to atmospheric conditions: Fumes, odors, dusts, mists, gases, or poor ventilation. Position is required to wear respirator to complete a portion of its position accountabilities.