



JOB DESCRIPTION

City of Peoria

The City of Peoria team members share a commitment to provide quality service for our community.

*We are: **Professional, Ethical, Open, Responsive, Innovative, Accountable***

Fire Captain

GENERAL PURPOSE

Supervise and oversee a fire company, including activities involving fire suppression, emergency rescue, and training; and, provide staff assistance to the Battalion Chief.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from a Battalion Chief. Exercise direct, technical, and functional supervision over fire fighting staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Recommends and assists in the implementation of goals and objectives.
- Implements policies and procedures.
- Plans and executes work assignments of fire personnel in an assigned company.
- Directs fire fighting 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 fire fighting personnel on the scene of an emergency incident.
- Supervises and assists in rendering first aid at an emergency incident.
- Obtains and otherwise preserves evidence at a fire scenes
- Participates in monitoring employee performance objectives; prepares employee performance reviews; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline procedures
- Identifies the fire training needs of company personnel, including such areas as driving and operating equipment; ensures that necessary training is provided.
- Instructs and leads fire training courses.
- 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.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for needed equipment; monitors and controls expenditures.
- Directs the cleaning of quarters, equipment, and apparatus at a fire station.
- Assists in coordinating the maintenance and repair of fire suppression equipment and facilities; such as, hydrants, trucks, and support equipment.
- Prepares reports, forms, recommendations, and other required administrative procedures of the Company.
- Performs public speaking duties as part of the Department's public education programs.
- Operates apparatus and equipment used in modern fire fighting activities.
- Performs related duties, as assigned.

PARAMEDIC ASSIGNMENTS:

For Fire Captains assigned as Paramedic the duties listed above, in addition to the bullets below apply. Administers advanced life support procedures to persons suffering medical emergencies. Monitors and maintains medical equipment and drug supplies.

REQUIRED QUALIFICATIONS

Education

A minimum of an Associates Degree or equivalent education is required. Candidates are required to complete the following college courses prior to testing for Captain:

1. Hydraulics
2. Apparatus
3. Building Construction or Fire Safety
4. Tactics and Strategy
5. Supervisory Training for Firefighters

Experience

Candidates must have 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.

Certification

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.

Other Job Requirements

Upon promotion, candidates are further required to:

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

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear; in person and by telephone; use hands repetitively to finger, handle, feel or operate equipment, computers and other standard office equipment; and reach with hands or arms. Employees are required to walk, kneel, stoop, climb and stand and exert in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Specific vision abilities required by this job include close vision, use of both eyes, ability to adjust focus and to distinguish basic colors and/or shades.

Mental Demands

While performing the duties of this class, employees regularly are required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; interact with the general public, vendors, public agencies, employees and others who may be encountered during the course of work. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

FLSA Status: Non-Exempt

Revised: 11/08, 09/10, 5/16