

TITLE: Fire Captain

FD-EMS/4

DEPARTMENT: Fire-EMS, Fayette County

JOB SUMMARY: This position is responsible for supervising the operations of an assigned officers and station of personnel of their assigned station. They also serve as a working member during all emergency responses.

MAJOR DUTIES:

- o Responds to calls involving emergency medical, fire, and hazmat incidents, and may have command and control responsibilities until relieved by a superior officer; responds to non-emergency service calls to assist the public; takes appropriate actions to minimize the loss of life and property.
- o Directs the activities of assigned personnel; assigns daily duties and deployments; conducts employee evaluations; plans and participates in training activities.
- o Supervises, reviews, corrects, and approves reports.
- o Interprets and enforces policies and procedures.
- o Directs and conducts daily apparatus and equipment inspections; requests the repair and replacement of faulty equipment, station facility, and apparatus.
- o Investigates work-related injuries and accidents.
- o Prepares monthly status reports of station activities.
- o Schedules and conducts monthly business inspections and pre-fire planning sessions; directs and conducts monthly hydrant servicing and flow testing; directs and conducts fire safety education.
- o Responds to and supervises response to emergency fire, medical, rescue, critical care patient transports, or other calls; responds to and supervises all high-impact calls.
- o Determines appropriate strategies for emergency incident response; determines the need for additional personnel or equipment.
- o Oversees assigned fire station maintains adequate cleaning supply inventory, EMS supplies, and the general appearance. This responsibility spans all three shifts.
- o Responds to and supervises response to emergency fire, medical, rescue, critical care patient transports, or other calls; responds to and supervises all high-impact calls.

Fire Captain, Fire-EMS

Page 2

- o Determines appropriate strategies for emergency incident response; determines the need for additional personnel or equipment.
- o Performs fire hydrant service by measuring water flow and pressures, cutting grass, cleaning, and painting.
- o Conducts pre-planning surveys of businesses to identify physical layout, hazards, and contact information prior to a fire incident.
- o Maintains station facilities and grounds by performing light and heavy general cleaning and maintenance.
- o Directs and participates in the operation of equipment at emergency scenes.
- o Assists with special projects as assigned.
- o Serves as the Paramedic on medical transport calls in the absence of the normally assigned Paramedic.
- o Serves in supervisory role in a branch, group, or division of an emergency scene.
- o Serves as battalion commander in the absence of the normally assigned Commander.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the current principles, practices, and techniques of fire, EMS, EMA, and public safety agencies,
- o Knowledge of current federal, state, and local laws, administrative rules, standards, guidelines, and ordinances.
- o Knowledge of county government policies and procedures.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of personnel laws and county and department personnel procedures.
- o Knowledge of relevant training standards.

- o Skill in supervising and participating in the response to emergency scenes.
- o Skill in the operation of job related vehicles, equipment, and tools.
- o Skill in planning, directing, and supervising the work of subordinate personnel.

SUPERVISORY CONTROLS: The Deputy Chief or Battalion Commander assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include county policies and procedures; departmental policies and procedures; local, state, and federal laws; medical protocols and standing orders; NFPA standards; building and fire codes; and county ordinances. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied supervisory, administrative, and emergency response duties. The necessity of balancing emergency and non-emergency duties contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to supervise and participate in the operations of an assigned station of personnel. Success in this position contributes to the safety and well being of county residents.

PERSONAL CONTACTS: Contacts are typically with co-workers, business owners, property owners, law enforcement personnel, health care professionals, representatives of other emergency response agencies, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is performed while intermittently sitting, standing, bending, crouching, climbing stairs, stooping all while dressed in work uniform or wearing PPE and could be carrying additional equipment. The employee occasionally lifts light and heavy objects including medical patients, climbs ladders up to 100+ feet in height, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, stockroom, outdoors, and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases or pathogens, irritating chemicals, and occasional hot, cold or inclement weather. The work requires the use of

Fire Captain, Fire-EMS

Page 4

protective devices such as masks, goggles, gloves, and all protective clothing associated with Fire and EMS operations.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over an assigned station. This responsibility is for all three shifts operating at the assigned station.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class B) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to an Associate's degree from an accredited college in the field of Fire Science, EMS Technology, or other related course of study.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, and a minimum of five years experience with a recognized career fire department. Two years experience as a Lieutenant with Fayette County Fire & EMS. Years of experience can run concurrently.

- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Meet current requirements set forth by the National Fire Protection Association as a Firefighter 2, Pumper Operator, Aerial Operator, Fire Officer 2, Incident Safety Officer and meet the Georgia Firefighter Standards and Training Act, complete the NIMS 400 course and other course requirements as per position promotional policy.
- o Possession of State of Ga. Paramedic license and possesses and maintains National Registry certification as a Paramedic. Currently functions as a Paramedic with Fayette Co.