

## POLICIES AND PROCEDURES

### STANDARD OPERATING PROCEDURES

#### Captain Job Description

#### SECTION 6.0 – 6.8

Date: September 9, 2014

Approved by R. Dale Horne – Fire Chief

Page 1 of 3

#### 6.0 POLICY: GENERAL PURPOSE

- a. Supervises activities of fire companies on assigned shift.
- b. Provides medical assistance at the Medical Responder level as necessary.

#### 6.1 SUPERVISION RECEIVED

- a. Works under the general guidance and direction of a Fire Battalion Chief.

#### 6.2 SUPERVISION EXERCISED

- a. Supervises firefighters and engineers through subordinate officers.

#### 6.3 ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Supervises and coordinates activities of City firefighters for assigned fire station and participates in fire-fighting activities:
- b. Inspects station house, buildings, grounds, and facilities, and examines fire trucks and equipment, such as ladders and hoses, to ensure compliance with departmental maintenance standards.
- c. Responds to fire alarms and determines from observation nature and extent of fire, condition of building, danger to adjacent buildings, and source of water supply, and directs firefighting crews accordingly.
- d. Directs and supervises firefighters at fire station and fire scenes.
- e. Assists in the training of subordinates in the use of equipment and methods of extinguishing all types of fires.
- f. Assists in the evaluation of the efficiency of personnel.
- g. Compiles report of each fire call, listing location, type, probable cause, estimated damage, and disposition and completes other reports as necessary.
- h. Assumes command of fire scene and fire station in the absence of superiors.
- i. Supervises the inspection, cleaning, and replacement of tools and equipment following a fire.
- j. Participates in individual and group advanced training.

#### 6.4 PERIPHERAL DUTIES

- a. May conduct fire drills for occupants of buildings.
- b. May act as Battalion Chief in his or her absence.
- c. May administer first aid and artificial respiration.
- d. Fills in for other positions within the department.
- e. Attends conferences and meetings to keep abreast of current trends in the field.
- f. Represents the Fire Department in a variety of local, county, state and other meetings.
- g. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

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### STANDARD OPERATING PROCEDURES

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#### SECTION 6.0 – 6.8

Page 2 of 3

- h. Performs other related duties as required.

#### 6.5 DESIRED MINIMUM QUALIFICATIONS

- a. Education and Experience:
  - i) Bachelor's degree in fire administration;
  - ii) Six (6) years of fire management experience, one (1) of which must have been equivalent to fire lieutenant or higher; and
  - iii) Completion of the Fire Training Academy; or
  - iv) Any equivalent combination of education and experience.
- b. Necessary Knowledge, Skills and Abilities:
  - i) Thorough knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
  - ii) Working knowledge of first aid and resuscitation techniques and their application.
  - iii) Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
  - iv) Skill in the operation of the listed tools and equipment.
  - v) Ability to train and supervise subordinate personnel.
  - vi) Ability to perform work requiring good physical condition.
  - vii) Ability to communicate effectively orally and in writing.
  - viii) Ability to exercise sound judgment in evaluating situations and in making decisions.
  - ix) Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
  - x) Ability to meet the special requirements listed below.

#### 6.6 SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid SC Driver's License.
- b. Ability to meet Departmental physical standards.
  - i) Annual Health Fitness Evaluations SECTION II 8.0 – 8.3
  - ii) Physical Fitness Policy SECTION II 5.0 – 5.2

#### 6.7 TOOLS AND EQUIPMENT USED

- a. Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

#### 6.8 PHYSICAL DEMANDS AND WORK ENVIRONMENT

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

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#### SECTION 6.0 – 6.8

Page 3 of 3

- a. While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- b. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- c. The employee must frequently lift and/or move up to 10 pounds, and carry equipment/tools up to 40 lb., and must occasionally lift and/or move up to 200 pounds.
- d. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- e. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- f. The noise level in the work environment is moderate in office settings, and loud at an emergency scene.

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*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*