

**TOWN OF GILBERT
CLASS SPECIFICATION**

Fire Captain

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Sworn Fire	C41FD	Non-Exempt

CLASS SUMMARY:

This class is the third level in the Sworn Fire series. Incumbents perform the duties of a Firefighter and are also responsible for supervising and directing activities at incident scenes. Responsibilities include: supervising a unit; organizing and planning required training; performing administrative activities in support of operations; and, performing special assignments.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises Firefighters by prioritizing and assigning work in adherence to the daily schedule. Shifts priorities as needed. Evaluates Firefighters' performances and the performance of the equipment during emergency response operations. Prepares and maintains reports and recommendations for superiors. Recommends discipline of assigned personnel as appropriate.	Daily 20%
Responds to emergency calls determining equipment and personnel to be deployed and provides input in determining the route taken to emergency scene; Directs the work of firefighters, supervising and participating in the laying of hose lines, placement of ladders and other equipment, direction of water, ventilation of buildings, rescue efforts and salvage operations;	Daily 20%
Supervises the inspection and maintenance of fire and emergency response equipment. Inspects equipment to ensure efficient operating condition and readiness. Assists in cleaning and maintaining equipment after completion of emergency response operations, as needed. Supervises, tests and participates in minor repairs of apparatus and equipment. Performs fire inspections.	Daily 20%
Reviews, implements, and administers operating policies and procedures and monitors compliance. Maintains a healthy and safe working environment.	Daily 10%
Supervises and reviews the preparation and maintenance of activity reports. Responds to inquiries and information requests.	Daily 5%

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Participates in training sessions related to fire suppression and equipment techniques, emergency medical care, hazardous material containment, incident command, leadership training and other related topics. Participates in physical training activities.	Weekly 10%
Performs other duties of a similar nature and level as assigned.	As Required

TRAINING AND EXPERIENCE:

Associate's Degree and 7 years of Firefighter experience, including 5 years of experience with the Town or 6 years of experience as a Fire Engineer or Acting Fire Captain; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Firefighter I and Firefighter II Certification
- State of Arizona Emergency Medical Technician Certification
- CPR certification
- Hazardous Materials First Responder Certification
- Valid Arizona Driver's License

Depending on assignment, may also require:

- Paramedic Certification
- Advanced Cardiac Life Support Certification
- Pediatric Advanced Life Support.

KNOWLEDGE OF:

- Supervisory principles and practices;
- Modern firefighting methods and prevention practices;
- Applicable fire code;
- Basic math and science principles and practices;
- Emergency response communication equipment and systems;
- Modern office equipment.

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SKILL IN:

- Supervising, monitoring and evaluating staff;
- Solving complex problems;
- Applying critical analyses;
- Providing leadership;
- Managing time effectively;
- Making decisions utilizing good judgment;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting 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.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Fire Captain - C41FD56 (Sworn Structure)
C41FD40A (Sworn Structure)

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

*Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)*