

Alton Fire & Rescue Department

Standard Operating Guidelines (SOG)

SOG 1.1.3.4 Personnel Job Descriptions – Captain

GENERAL PURPOSE

Supervise and perform fire suppression, emergency medical aid, hazardous materials, and fire prevention duties.

SUPERVISION RECEIVED

Works under the General Supervision of the Fire Chief.

SUPERVISION EXERCISED

Supervises officers and firefighter/EMTs and other subordinate positions as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises fire fighters in their assigned duties as directed.

Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, and placing of salvage covers.

Supervises maintenance of departmental equipment, supplies and facilities; conducts roll call.

Instructs and drills fire fighters in watch duties, use of tools, raising of ladders, and rescue and salvage work, etc.

Reviews disciplinary recommendations of Fire Lieutenants.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Carries out duties in conformance with Federal, State, County and Town laws and ordinances.

Responds to alarms received and directs routes to be taken; directs work of fire lieutenants pending arrival of a superior officer; supervises through subordinate officers the laying of hose lines, placing of ladders, direction of water streams, ventilation of buildings, rescuing persons, and placement of salvage covers.

Responds to multiple alarm fire as needed; assumes command in the absence of superior officers.

Carries out duties in conformance with Federal, State, County and Town laws and ordinances.

Participates in the operation of departmental in-service training activities.

PERIPHERAL DUTIES

Performs the duties of subordinate personnel as needed and fulfills obligations during duty days or duty weeks.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Town Fire/EMS Department in a variety of local, county, state and other meetings.

Coordinates activities with other supervisors or other Town departments and exchanges information with officers in other fire departments.

Maintains contact with general public, department officers and other Town officials in the performance of fire department activities.

Prepares a variety of reports and records including personnel records, and requisitions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Four (4) years prior work experience as a firefighter, and/or certification as a firefighter/EMT.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Considerable knowledge of first aid and resuscitation techniques and their application; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;

- (B) Skill in the operation of listed tools and equipment.
- (C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- (A) Must be eighteen (18) years of age or older at time of hire;
- (B) Must possess, or be able to obtain by time of hire, a valid State Driver's License with Commercial Driver's License without record of suspension or revocation in any state;
- (C) No felony convictions or disqualifying criminal histories within the past seven years;
- (D) Ability to read and write the English language; and
- (E) Ability to meet Departmental physical standards.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

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.

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. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

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.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work 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 the position.

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

DATE: Approved October 20, 2008