

# City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Fire Captain		
<b>Job Code:</b>	1029	<b>Job Family:</b>	Fire
<b>Pay Grade</b>	Y04	<b>Date Reviewed:</b>	09/30/15
<b>FLSA Status</b>	Non Exempt	<b>Date Revised:</b>	

## GENERAL SUMMARY

Under the direction of a Fire Battalion Chief, Deputy Chief or any ranking officer, is accountable for fire station and/or fire department facilities, maintenance of firefighting and/or staff equipment and supervision of personnel.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Reads, interprets, implements and enforces State, City and Fort Worth Fire Department policies, procedures, codes and regulations.
2. Directs, assigns and manages personnel and physical resources under their supervision.
3. Responds to complaints from the public/citizens or other City of Fort Worth employees.
4. Prepares required incident related reports and various other fire department reports.
5. May act in a higher capacity as Battalion Chief and will be expected to perform all the required and related duties for that rank.
6. Evaluates assigned personnel under direct supervision.
7. Operates a computer utilizing various software packages and email.
8. Performs other related duties as required.
9. Adheres to assigned work schedules as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### **Fire Captain - Operations:**

1. Responds to various types of emergency and non-emergency incidents. Makes decisions as to firefighting/rescue methods to be employed, needs for additional assistance, and safely directs firefighting and related life and property protection measures until relieved by a superior officer.
2. Determines origin and source of ignition for fires.

3. Supervises the maintenance of station, station grounds and fire department facilities.
4. Trains and drills station personnel in all phases of firefighting, rescue and Emergency Medical Technologies.
5. Prepares accurate reports and records concerning station personnel, incidents, activities and equipment.
6. Conducts inspection, investigation, and safety education programs.
7. Makes fire safety assessments of commercial and industrial buildings in assigned Battalion.
8. May perform other duties in accordance with, and in support of, the Fire Department's mission statement as directed by a superior officer.
9. When necessary, and under the direction of a ranking officer, exercise judicious authority and assertiveness at the scene of incidents to secure and preserve life safety, achieve incident stabilization and ensure property conservation.
10. When assigned to a single company station, manages the station lieutenants in matters pertaining to station responsibility, equipment readiness and personal accountability. Works through his/her Battalion Chief to coordinate activities and/or possible conflicts through the off duty Battalion Chiefs.
11. Meet minimum physical fitness requirement to work in fire suppression.

**Fire Captain – Staff:**

1. Plans, coordinates, and manages the operation of their assigned staff positions in various Fire Department divisions and/or units.
2. Performs the duties of their assigned staff position in accordance with, and in support of, the Fire Department's Mission Statement.
3. Manages the administrative and operational functions of assigned section and integrates the department's goals into day- to- day operations of assigned personnel and equipment.
4. Meets with and makes appearances before various public and private groups.
5. Assists the Training Division with the administration of training sessions relevant to their assigned staff position.
6. May act in a higher capacity as Battalion Chief and will be expected to perform all required and related duties for that rank.

**Other Job Functions:**

1. May operate a motor vehicle.
2. Inspects and tests fire department equipment and apparatus as necessary.

3. Performs other related duties as assigned.
4. Evaluates assigned personnel under direct supervision.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Knowledge of principles and practices of fire prevention.
  - Fire Dispatch.
  - Fire Safely Education.
  - Fire and Arson Investigation.
  - Bomb scene management and bomb/ Improvised Explosive Device (IED) disposal.
  - Hazardous materials response.
  - Emergency Scene mitigation.
  - Incident Command and fire suppression.
  - Uses and maintenance of firefighting equipment and apparatus.
  - Departmental rules and regulations.
  - Geography of the city.
  - Fire hazards and firefighting resources.
  - First aid and resuscitation methods and practices.
  - Supervisory practices and procedures.
  - Knowledge of Municipal Codes and State Statutes
- **Skill in:**
  - Reads and interprets blueprints and maps.
  - Firefighting techniques.
  - Application of first aid and resuscitation techniques.
- **Ability to:**
  - Understands the operation of fire department radios.
  - Operates office equipment (fax, printers and computer).
  - Operates all types of firefighting equipment and instruct others in such operations.
  - Plans, supervises and coordinate the work of others.
  - Prepares clear and accurate reports.
  - Establishes and maintain effective working/living relationships with the public and other employees.
  - Conducts/instructs Fire Training classes and pre-fire plans.

## **MINIMUM JOB REQUIREMENTS**

High School diploma or GED PLUS two (2) years of experience as a Fire Lieutenant for the City of Fort Worth

## **OTHER REQUIREMENTS**

Valid Texas Driver's License Class "C" or equivalent and an acceptable driving record; must pass Civil Service examination for Fire Captain, must attend and pass training at Fire Training Academy.

## **WORKING CONDITIONS**

*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.*

Inside/outside working conditions exposed to all extremes of the environment; exposed to toxic and non-toxic odors, fumes, dusts, mists, gases, extreme heat, and other hazards of firefighting. Typing and filing.

## **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.*

Lifting up to 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs. (self-contained breathing apparatus, climbing, pushing, reaching, pulling, sitting, standing, walking, kneeling, crouching/stooping, squatting, crawling, and twisting.