

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Fire Captain	Job Code: 4409
Date: November 16, 2016	EEO Code: PS
FLSA Designation: Non-Exempt	Civil Service Status: Covered (Classified)

DEFINITION: This is professional supervisory and technical work as a station commander with responsibility over fire prevention and suppression, ambulance operations and paramedic services.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to a Battalion Chief and perform all work under his/her general direction. The work of this class is distinguished by its responsibility to supervise an assigned company. A single incumbent in this class may also be assigned the duties of a Deputy Fire Marshal.

ESSENTIAL DUTIES: Direct, supervise, and/or participate in fire suppression activities and the paramedic and ambulance operations of an assigned company; deploy personnel and equipment; determine the process of initial fire attack and suppression strategy; coordinate medical teams with fire crews; take command of fire and emergency scene operations; determine if assistance at scene is needed; oversee crowd control; coordinate efforts with other agencies and personnel; supervise maintenance of apparatus, equipment, and station facilities; ensure adequate supply of tools and equipment; supervise testing and maintenance of fire hydrants in assigned area; oversee pre-fire planning and first response plans for situations within assigned station area and coordinate these plans with the general public.

Supervise, train, and evaluate assigned company personnel; conduct performance evaluations and enact discipline if needed; support and enforce department rules and regulations; maintain order, discipline, and company morale; identify, evaluate, and resolve personnel concerns; maintain and review all reports, work records, and documentation of subordinates; prepare various operational reports, statistics, and logs and make presentations as needed; prepare incident reports and staff recommendations; attend staff meetings; develop daily and monthly plan of company activities and training needs; oversee special projects as assigned; perform other related work as needed.

Essential Functions (Deputy Fire Marshal): Inspect buildings to identify fire hazards; provide guidance on how to eliminate or reduce hazards; assist in issuing operational permits as required by fire code and City ordinance; assist in reviewing building, site, and fire protection plans to ensure fire codes are met; respond to public questions on fire prevention; coordinate public education efforts with suppression personnel, including teaching classes in schools, churches, and other community groups; write and prepare various reports and presentations; assist the Fire Marshal with fire investigations and coordination of fire prevention activities; serve as Fire Marshal in his/her absence; perform other duties as needed for the efficient operation of the division.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma; and six (6) years of professional firefighter experience, three (3) years of which must have been as a Provo City Firefighter; OR an equivalent combination of education, training, or experience as provided by the Civil Service Commission.

License(s)/Certifications. A valid, lawful driver's license; current CPR certification by the Utah Heart Association; certification as an Emergency Medical Technician (Utah State Bureau of EMS Standards); and certification as Fire Officer I, Fire Instructor I, and Fire Inspector I in accordance with NFPA and Utah Fire and Rescue Academy standards.

SELECTION FACTORS: *Knowledge of:* pre fire-planning methodology; fire prevention practices and record keeping; maintenance and use of applicable equipment: modern inspection practices and methodologies; fire ground hydraulics, pump operations, and fire ground water supply; explosives, hazardous properties, and potentials of various chemicals (solids, liquids, and gases); applicable federal, state, and local laws and department rules and regulations; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar; policies/procedures established for the work, including safety procedures; modern supervisory techniques. *Skill in:* supervising firefighting, ambulance, rescue, and other emergency operations of the fire company; handling a hazardous materials emergency; training and instructing others; organizing and planning the individual efforts of a company to meet the company's objectives and goals. *Ability to:* conduct detailed fire inspections; determine goals and set objectives to achieve success; supervise others and direct work efforts in highly emotional and potentially chaotic situations; communicate effectively verbally and in writing; evaluate the work of subordinates and provide guidance; perform work with speed and accuracy; evaluate programs and procedures; exercise independent judgement while evaluating situations and in making determinations; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Fire apparatus and vehicles; pumps; medical supplies and equipment; electrical equipment; all types and kinds of portable gas and electrical power tools and hand tools—including, extrication equipment, hydraulic lifting, cutting, and spreading tools; specialized stationary gas and electric tools and equipment; computers and all standard office equipment; and other equipment & tools associated with this type of work.

PHYSICAL DEMANDS: High level of physical fitness, energy, stamina, mobility, balance, and eye-hand coordination including crawling, reaching, bending, jumping, pulling, pushing, heavy lifting, running, and more. Activities must be done in a safe and timely fashion. Dealing with physical and emotional stress is an integral part of the job. *Note: Employees of this class must successfully pass the Fire Department's physical fitness test and participate in regular fitness training.*

ENVIRONMENTAL FACTORS: Duties are performed in emergency conditions and under circumstances that are considered arduous, dangerous, and at times life threatening. Includes exposure to extreme heat, cold, wind, snow and ice, toxic chemicals, oxygen deficient atmospheres, smoke, fire, explosive atmospheres and conditions, water, heights, confined spaces, high-stress and high-anxiety situations or environments. *Note: Employees of this class are subject to on-call status. RESIDENCY: Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility unless otherwise approved by the Department Chief.*

Department Director

11-16-16

Date

Mayor/Chief Administrative Officer

11/16/16

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.