

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Fire Captain</b>
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**Department:** Fire  
**Pay Grade:** 513  
**FLSA Status:** Non-Exempt  
**Job Code:** FR73

**JOB SUMMARY**

Under the direction of the Battalion Chief, this classification involves the management, direction, coordination, professional development, and evaluation of firefighting personnel and is responsible for performing and directing all activities at a fire station on an assigned shift, including the maintenance of fire stations, fire apparatus, and equipment. On the scene of emergency incidents, responsibilities include conducting and supervising fire suppression activities, emergency rescue operations, and pre-hospital emergency care for the sick and injured. May serve as acting Battalion Chief in the absence of the Fire Battalion Chief based on qualifications and departmental needs.

**ESSENTIAL JOB FUNCTIONS**

- Successfully leads and manages teams made of personnel with varying backgrounds and experience levels; maintains a positive attitude and work environment; champions a team-centric culture that encourages and embraces new ideas, develops team members, and welcomes diverse perspectives.
- Ensures behaviors and actions, and those of assigned personnel align with the city and departmental mission, vision, and values; directs and oversees the implementation of and compliance with city and fire department policies.
- Responsible for proper maintenance and care of all equipment, apparatus, fire station, and grounds; directs team members and participates in periodic inspection of same to ensure that all assigned equipment, apparatus, facilities, and supplies are in a state of readiness; ensures completion of proper maintenance, documentation, and repairs.
- Performs administrative duties such as maintaining records, writing reports on the work activities such as fire and emergency reports, daily log book, equipment maintenance logs, and conducting performance evaluations of supervised staff.
- Responds to, participates in, and supervises the mitigation of a variety of emergency incidents and ensures compliance with required safety methods and proper hazard mitigation techniques.

- May be required to serve as the Incident Commander at emergency incidents; to guarantee the safety of personnel working in hazardous areas; and identify priorities in order to determine appropriate strategies and tactics to ensure life safety, incident stabilization, and property conservation.
- Implements area familiarization, occupancy inspection, and pre-fire planning programs at the station level.
- Capable of operating all assigned tools, equipment, and apparatus, including proper maintenance, documentation, and repairs.
- Responds to emergency medical incidents to participate in and supervise the delivery of appropriate medical care in accordance with written protocols and guidelines.
- Conducts orientation, training, and practice drills in all phases of fire suppression and related activities to develop and maintain the capabilities, required standards, and readiness of firefighters; conducts training related to fire prevention, public education, accident prevention, and department safety practices.
- Ensures positive public image and relations are maintained; assists in the preparation and delivery of public education and engagement programs to enhance public safety and awareness of fire department services.
- Maintains a level of physical fitness required to meet state and departmental job requirements, ensuring the ability to perform all job functions.
- Responsible for the training and professional development of assigned personnel including compliance with National Fire Protection Association (NFPA), department, state, and Insurance Services Office (ISO) training requirements.
- Serves as a positive role model while making personnel assignments to maximize operational efficiency and the delivery of services to the community.
- Participates in post-incident analysis in accordance with National Fire Protection Association (NFPA) standards and departmental policies and procedures, and completes required forms to provide feedback related to staff actions so that all required critical elements are identified and communicated.
- Follows safety procedures, implements appropriate risk management techniques, utilizes safety equipment, and monitors the work environment to ensure the safety of all team members.
- Conveys clear expectations and maintains a positive work environment.
- Resolves questions, conflicts, and problems pertaining to the department positively and constructively.
- Responsible for the conduct and efficiency of assigned personnel, monitoring their performance, activity reports, work priorities, and conformity with orders, operating procedures, policies, and regulations; assists with internal investigations; oversees and ensures implementation of corrective action and discipline, as necessary.
- Serves as a technical resource and provides guidance and coaching to other team members.
- Assists in the formulation and reviews of departmental operating procedures, job descriptions, rules, and regulations.
- Performs job duties of a superior officer in their absence.
- Performs other related duties as required.

**EMERGENCY RESPONSE STATUS:** As a condition of employment, this position will be required to work as directed during an undeclared and/or a declared emergency. Additionally, the employee is subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the official job description.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- High School Diploma or General Education Diploma (GED)
- Must be a Certified Firefighter in the State of Georgia or possess an NPQ I or II Certification.
- State or National Registry EMT or Paramedic Certification required.
- A minimum of five years' experience as a firefighter at Roswell Fire Department or a municipal/county fire department of comparable size and complexity.
- Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 within six months of employment.
- Blue Card Incident Command Certification within twelve months of employment.
- Fire Officer I as outlined in the current National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications within twelve months of employment.
- National Pro Board Fire Officer I certification or equivalent as outlined in the current National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications within twelve months of employment.
- Meet and maintain current requirements set forth by the Georgia Firefighter Standards and Training Act.

(\*) If a candidate cannot be identified as having the education and experience as outlined, other candidates with an equivalency of significantly higher level of experience or education may be considered.

#### **Preferred Qualifications:**

- Associate Degree in Fire Science, Emergency Services, Emergency Medical Services, Fire or Public Administration, or another directly-related field.
- National Pro Board Fire Officer II certification or equivalent as outlined in the current National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications.
- National and or State Safety Officer Certification.

#### **Other/Special Requirements:**

- Requires a comprehensive background investigation to include a local, state, and federal criminal history check, financial background, and sex offender registry check.
- Requires satisfactory results from a high-risk medical evaluation and pre-employment substance abuse testing and is subject to random controlled substance testing.
- Successfully meet the minimum physical agility requirements established by the Georgia Firefighters Standards and Training Council and the minimum medical fitness requirements of the NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.

- Possession of or ability to readily obtain a valid driver's license with the appropriate classification/endorsement to support the operation of fire apparatus within three months of being hired, with a satisfactory MVR.

**Knowledge, Skills, and Abilities:**

- Ability to provide effective and constructive communication; champions a culture that encourages and embraces new ideas, develops individuals, and welcomes and encourages diverse perspectives.
- Ability to articulate strategic and innovative thinking.
- Maintains a positive attitude and approaches the job with enthusiasm and curiosity to promote a solutions-oriented work culture.
- Knowledge of modern firefighting and rescue techniques, methods, and practices.
- Ability to work in an immediately dangerous to life or health (IDLH) environment.
- Ability to safely command and mitigate a variety of emergency incidents of diverse size and complexity.
- Must be able to perform under considerable stress when confronted with an emergency.
- Knowledge of City geography, including principal buildings and water supplies.
- Knowledge of the terminology of the profession including medical, legal, etc.
- Skilled in supervising and overseeing personnel of diverse backgrounds and experience.
- Ability and knowledge to evaluate the activities of staff members, provide assistance when needed, and recommend methods for improvement when needed.
- Ability to provide training to team members, the public, and others involved in departmental exercises, including explanations and written instructions in order to ensure that standards and regulations are understood and implemented.
- Ability to ensure that all department, city, and state rules, regulations, standards, and ordinances are well understood and implemented by assigned personnel.
- Ability to develop and administer short and long-range plans.
- Ability to use independent judgment and discretion in critical situations.
- Ability to operate a variety of machines, tools, and equipment which includes a motor vehicle, fire apparatus, computer, generator, fire pump, fire hydrant, ax, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc.
- Ability to learn and understand relatively complex principles and techniques related to firefighting; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.
- Requires the ability to write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech. Communicate effectively and clearly with internal and external stakeholders.
- Ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**PHYSICAL DEMANDS**

The work is heavy work that requires the ability to exert heavy physical effort with greater emphasis on climbing and balancing, but typically also involves some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds). Tasks also require the ability to perceive and discriminate

colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions. Performance of fire suppression functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

**The City has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*