

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.

Administrative Fire Captain

Department: Fire
FLSA Status: Exempt
Job Code: FR77
Pay Grade: 513

JOB SUMMARY

Administrative Fire Captains provide both general and highly skilled/specialized administrative support to the Fire Department. Responsibilities may include data analytics, research, project and team management, and program and process development. They perform highly accountable and technical work to facilitate department operations, including short and long-term planning and scheduling, as well as developing specifications for and procuring new equipment, software, and capital.

ESSENTIAL JOB FUNCTIONS

- Performs a broad range of supervisory responsibilities, including guidance and coaching to team members as needed or required.
- Successfully works with 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.
- Guides behaviors and actions to align with City and departmental mission, vision, and values; directs and oversees implementing and complying with city and fire department policies.
- Leads, manages, and participates in special projects of varying complexities and timelines, and uses discretion to keep projects on schedule.
- Ensures positive public image and relations are maintained; assists in preparing and delivering public education and engagement programs to enhance public safety and awareness of fire department services.
- Follows safety procedures, implements appropriate risk management techniques, utilizes safety equipment, and monitors the work environment to ensure the safety of all team members.
- Oversees and ensures employee performance and corrective action if needed, including implementing performance improvement plans, discipline, and other remedial measures.
- Oversees the planning, research, processing, and execution of assigned special projects.
- Serves as a technical resource and provides guidance and coaching to other team members.

- Resolves questions, conflicts, and problems pertaining to the department positively and constructively.
- Develops and implements quality control policies and procedures.
- Assists and guides in formulating and reviewing departmental operating procedures, job descriptions, rules, and regulations.
- Performs other related duties as assigned or required.

Administrative Captain – Logistics

- Utilizes discretion when managing fleet, facilities, and procurement to support efficient and effective daily Fire Department operations.
- Oversees the development and performance of the department's short- and long-range planning regarding apparatus, facilities, Personal Protective Equipment (PPE), uniforms, and equipment.
- Analyzes and assesses the condition of Fire Department apparatus, facilities, Personal Protective Equipment (PPE), and equipment; develops a program to prioritize maintenance and repair needs.
- Oversees the management of all Insurance Services Office (ISO) annual fleet maintenance of fire apparatus and hoses; maintenance of records for ISO inspection; ensures all fire apparatus maintain minimum ISO equipment inventories.
- May serve as project manager for the purchase of fire apparatus, EMS vehicles, specialized vehicles, and staff vehicles; prepares vehicle specifications and requests; selects the appropriate vendor/manufacturer to build the vehicle; travels to the factory for meetings and inspections; ensures the vehicle meets all specifications before taking delivery.
- Serves as project manager for maintenance and construction projects performed internally; manages projects requiring work performed by outside firms; writes specifications for contracted equipment, materials, and supplies; prepares requests for proposals; interviews, evaluates, and recommends selection of contractors; administers contracts and coordinates work; approves project schedules; coordinates work between contractors, station personnel, and other City departments; monitors contracted projects; ensures work meets contract terms, budgetary constraints, standards, and specifications; and performs contract administration.
- Oversees the upkeep of vehicle specifications, facility blueprints, purchase expenditure information, and other purchase documentation for ongoing and future purchases; prepares operational and statistical reports, including monthly, quarterly, and annual Division reports; and manages all fleet and facilities construction files and records.
- Oversees the preparation and submission of new budget proposals for the fleet, facility, PPE, and equipment capital projects; submits appropriate documents to acquire requisitions/check requests for the purchase of goods and services for the department; uses the City issued credit card to make purchases on behalf of the department, processes incoming invoices, and reviews receipts and invoices for accuracy.
- Troubleshoots vehicle systems and equipment to determine if the repair can be accomplished at the City shop or repaired by an emergency vehicle technician vendor; troubleshoots facility systems and appliances to determine the appropriate trade/vendor to make repairs.
- Communicates with the City fleet division regarding vehicles out of service and their repair status.
- Troubleshoots issues with emergency and non-emergency communications equipment, security card access readers, and low voltage systems.
- Operates motor vehicles, including fire apparatus, staff cars, pickup trucks, ambulances, specialized fire apparatus, and all-terrain vehicles; may be required to pull a trailer behind a vehicle.

- Oversees all aspects of PPE purchasing, specifications, cleaning, and repair to ensure PPE meets applicable National Fire Protection Association (NFPA) standards, as well as the collection of all issued PPE, uniforms, and equipment upon employee departure.
- Supervises ordering all uniforms to specifications as needed and maintains an inventory record for each Fire Department employee; ensures the collection of uniforms and equipment upon employee departure.
- Responsible for managing the department's radio system, including all base, mobile, and portable radios. Works directly with communication systems vendor(s), the North Fulton Radio Authority (NFRA) system manager, and the Roswell 911 Communications Center to maintain fire department system readiness.
- Operates a personal computer and general office equipment as necessary to complete essential functions, including word processing, spreadsheet, database, or other software systems.

Administrative Captain – Operations

- Manages the scheduling of personnel and utilizes discretion when scheduling staff to support efficient and effective daily Fire Department operations.
- Executes and reviews departmental reports, including on-call lists, stand-by reports, staffing levels, shift assignments, attendance reports, staffing trends, payroll, and other reports as needed.
- Provides technical support in database administration and management pertaining to Fire Department-specific software platforms with little supervision.
- Manages and documents employee(s) status pertaining to certifications, station assignments, reassignments, and shift changes.
- Serves as a liaison with the City's Information Technology and GIS staff. Leads (or assists in) planning, implementing, integrating, and maintaining the hardware and software infrastructure that supports the various Fire Department functions.
- Manages and monitors employee scheduling software accounts and provides training on the department's various software systems as needed.
- Provides members with technical support and account-related issues.

EMERGENCY RESPONSE STATUS: As a condition of employment, these positions will be required to work as directed during an undeclared and/or declared emergency. The employee is subject to reassignment based on departmental operational needs, which may require irregular work hours, work at locations other than the usual work location, and may include duties other than those specified in the official job description.

MINIMUM QUALIFICATIONS

Education and Experience:

- 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. (Must be able to obtain State of Georgia EMT or Paramedic Certification within six months of hire).
- A minimum of five (5) 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.

- 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.

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

Preferred Qualification:

- Associate's Degree in Fire Services, Emergency Services, Emergency Medical Services, Fire or Public Administration, or another directly-related field.

Knowledge, Skills, and Abilities

- Maintains a level of physical fitness required to meet state and departmental job requirements, ensuring the ability to perform all job functions.
- Ability to think critically, strategically, and innovatively.
- Ability to maintain a positive attitude, approach the job with enthusiasm and curiosity, and promote a solutions-oriented work culture.
- Ability to communicate effectively both in writing and verbally.
- Ability to develop and maintain cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- Shares knowledge with staff for mutual and departmental benefit.
- Ability to establish and implement effective administrative programs and procedures.
- Ability to plan and organize daily work routine.
- Establishes priorities for the completion of work in accordance with sound time-management methods.
- Ability to communicate complex ideas and proposals effectively so others will understand, including preparing reports, memorandums, letters, agendas, and policies.
- Ability to apply principles of rational systems; interpret instructions furnished in written, oral, diagrammatic, or schedule form; and exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against measurable or verifiable criteria.
- Ability to work independently, prioritize multiple tasks, and adapt to needed changes.
- Ability to operate an automobile, personal computer, general office equipment, digital camera, or other equipment as necessary to complete essential functions.
- Skilled in using various software programs, including Microsoft Word, Excel, PowerPoint, Outlook, and specialized Fire Department and data analytics software.
- Ability to coordinate activities with other internal departments and external agencies.
- Ability to develop and monitor budgets.
- Ability to interpret and apply applicable Federal, State, and Local laws, rules, and regulations.
- Ability to monitor compliance with applicable policies, procedures, rules, and regulations.
- Ability to utilize computer technology for communication, gathering data, and reporting activities, including statistical analysis.
- Ability to coordinate, manage, and correlate data. Includes exercising judgment in determining time, place, and sequence of operations, referencing data analyses to determine the necessity for revising organizational components, and formulating operational strategy.
- Strong problem-solving and analytical skills; and the ability to successfully manage projects.

- Knowledge of the City's administrative policies and procedures, contract administration, purchasing procedures, and budgets.
- Comprehensive knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Knowledge of basic fire service delivery methods; fire apparatus and operation; PPE ensembles and decontamination practices; ISO requirements; NFPA standards; annual hose, pump, and aerial testing; and vehicle specification writing.
- Knowledge of building construction, maintenance, and repair principles and practices.
- Knowledge of construction, maintenance, materials, equipment, and safety procedures.
- Knowledge of emergency and non-emergency communications equipment, 911 radio, and fire station alerting systems.
- Ability to operate fire apparatus and components, drive heavy vehicles equipped with air brakes, and other specialized fire vehicles.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods at a keyboard or workstation. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, 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.