

# Tempe Fire Department Policies and Procedures

## Fire Captain

410.02D

Rev 1-1-06

### **Purpose:**

To actively support and uphold the City's and Department's stated mission and values. Supervise and oversee fire company activities including fire suppression, emergency medical services, hazardous materials incident mitigation, fire prevention, public education and occupancy inspections; and oversee the daily operation and maintenance of a fire station and fire company.

### *Supervision Received and Exercised:*

Receives general direction from the Deputy Chief or from other supervisory or management staff.

Exercises direct supervision over sworn Fire staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Provide an environment through leadership and example where customer service is the highest priority company activity.
- Recommend and assist in the implementation of goals and objectives; implement and positively reinforce city and departmental policies and procedures.
- Manage the fire planning and training program to attain program objectives; establish procedures to ensure quality information flow and feedback for assigned personnel.
- Direct emergency operations until relieved by a superior officer; respond to alarms, assuming responsibility for the supervision, performance and safety of assigned fire fighting personnel on the scene of an emergency incident; manage company planning and training program to attain stated objectives.
- Supervise and assist in providing emergency medical care at incidents.
- Supervise and participate in laying hose lines, directing fire streams, placing ladders, ventilating buildings, rescuing persons, performing loss control and clean-up operations.
- Participate in budget preparation; prepare cost estimates for budget recommendations; submit justifications for needed equipment; monitor and control expenditures.
- Direct the continuous maintenance of quarters, equipment and apparatus at a fire station according to department standards.
- Assist in coordinating the maintenance and repair of fire suppression equipment and facilities such as trucks and support equipment; ensure proper maintenance of station facilities; maintain station supplies.
- Obtain and otherwise preserve evidence at a fire scene.
- Participate in monitoring employee performance objectives; prepare employee performance reviews; provide assistance to personnel under stress due to incidents; provide company training; work with employees to correct deficiencies; implement discipline procedures.
- Identify the fire training needs of company personnel including such areas as driving and operating equipment; ensure that necessary training is provided.
- Supervise drills and classes relating to use of tools and techniques of fire fighting, emergency medical service, rescuing, street location and hydraulics.
- Conduct fire prevention inspections and educate the general public in fire prevention.
- Prepare reports, forms, recommendations and other required administrative procedures of the Company.
- Assist other management staff in maintaining and improving the operation of the Department.
- Perform the duties of Fire Deputy Chief as required.
- Perform related duties and provide staff assistance as assigned.

### When assigned to Paramedic position:

- Administer emergency medical care utilizing accepted guidelines and procedures of advanced life support.
- Use appropriate techniques, equipment and training to provide intubation, defibrillation, drug therapy, intravenous access and other invasive procedures in the management of patient care.

When assigned as Training Captain:

- Serve as departmental training captain; assist with the design, development, implementation and evaluation of training programs; oversee recruit and probationary training programs.

When assigned as Recruit Training Officer:

- Serve as departmental recruit training officer (RTO) with responsibility for the safety, education and evaluation of firefighter recruits; assist with the implementation and evaluation of recruit and probationary training programs.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five continuous years experience providing emergency fire and medical services for the City of Tempe.

**Training:** Revised September 2004 Revised January 2006 (Training Requirements) CITY OF TEMPE Fire Captain Fire Captain Paramedic - Assignment (40 Hour) Fire Captain - Assignment (40 Hour) Fire Captain-Paramedic (continued) *Effective November 15, 1988 Revised January 1997*

Equivalent to completion of the twelfth grade supplemented by successful completion at an accredited college or university of Supervisory Training for Firefighters (FSC202), Fire Fighting Tactics and Strategy (FSC204/prerequisite waived at MCC), Building Construction and Firefighter Safety (FSC208) and Fundamentals of Fire Prevention (FSC108). Introduction to Ethics in the Fire Service (FSC119), or Human Resource Management for the Fire Service (FSC214) or Customer Service in the Public Sector (FSC215) is also required. An AAS in Fire Science Technology will substitute for the required educational classes listed above.

**Additional Requirements:** Candidates must meet any one of the following requirements:

- Currently in the position of Fire Engineer on the Tempe Fire Department.
- Eligibility for promotion to the position of Fire Engineer on the Tempe Fire Department (on the current Engineer's promotional list).
- Successful completion of Fire Hydraulics (FSC118) and Fire Apparatus (FSC117). An AAS in Fire Science Technology satisfies these course requirements.

**Licenses/Certifications:**

- Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.
- Possession of an Emergency Medical Technician Certificate.
- Possession of a Hazardous Materials First Responder Certificate.
- Possession of, or ability to obtain, a certified Emergency Paramedic Certificate is required for some positions.