



City of Tempe

FIRE CAPTAIN

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	059/060	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Fire	<i>Salary / Hourly Minimum:</i>	\$30.594437
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$30.594437
<i>Employee Group:</i>	FDU	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fire Captain
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general direction from the Fire Deputy Chief or from other supervisory or management staff. Exercises direct supervision over sworn Fire staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Seven continuous years of experience providing emergency fire and medical services for the City of Tempe.
<i>Education:</i>	<ul style="list-style-type: none"> ● 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.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Must possess and maintain a valid driver’s license. ● Possession of an Emergency Medical Technician Certificate. ● Possession of a Hazardous Materials First Responder Certificate. ● Possession of a certified Emergency Paramedic Certificate is required for some positions.
<i>Additional:</i>	Candidates must meet any one of the following requirements:

	<ul style="list-style-type: none"> ● 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.
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ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

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.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- 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 firefighting 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 firefighting, 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.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties and provide staff assistance as assigned.
- Physically present to perform the duties of the position.

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.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 15, 1988</i> <i>Revised January 1997</i> <i>Revised September 2004</i> <i>Revised January 2006 (Training Requirements)</i> <i>Revised August 2015 (Update minimum quals)</i></p>