

OUTLINE OF THE COMMAND JOB - FIRE CAPTAIN

Supervising Tactics at Scene of Emergency: Knowledge

- Uses department tactics
- Implements national standards for Incident Command System (ICS)

Knows and uses the basic tactical procedures:

- Fires, hazardous materials incidents, marine response incidents, multiple casualty incidents, heavy rescue incidents, and EMS
- Mayday procedures
- Familiar with structural and tactical problems in residential and commercial structures
- Knowledge of building construction
- Stays current in tactical procedures and policies
- Knows and uses proper radio procedures

Supervising Tactics at Scene of Emergency: Decision-Making in the Field

- Implements tactics to support strategy
- Develops appropriate emergency scene strategy
- Implements national standards for Incident Command System (ICS)
- As first company to a scene, makes appropriate size up and initial decisions
- Maintains situational awareness
- Gives concise clear commands
- As second company in, supports initial actions and makes necessary adjustments
- Accountable for assigned personnel at emergency scene
- Knows limitations of personnel, does not unnecessarily risk their safety
- Knows and uses proper radio procedures
- Appropriately responds to changing situations; continually performs risk benefit analysis
- First in ladder initial decisions and initial actions

Work Unit Management

- Facility and equipment are properly maintained
- Schedules work to accomplish Department programs
- Solves problems in day-to-day operations

Supervision of Personnel

- Promotes a positive attitude and leads by example
- Motivates personnel to work as a team
- Gives clear, understandable instructions, explaining objectives and expectations
- Gives feedback on performance
- Offers timely review/response for teaching/coaching opportunities
- Effectively deals with performance problems
- Delegates tasks
- Consistently administers departmental policies and procedures
- Utilizes chain of command
- Sensitive to needs of subordinates
- Communicates effectively with individuals

Emergency Medical Response

- Maintains EMS certification
- Insures that all appropriate safety precautions are taken on aid runs
- Takes appropriate actions as first unit to scene
- Deals effectively with patients and family members at scene of emergency
- Deals appropriately with AMR

Writing Reports and Maintaining Records

- Uses appropriate forms and formats, and knows purpose of forms
- Reports and correspondence are organized, accurate, and well written
- Reports and correspondence are prepared within required timeframe
- Keeps files and records up-to-date
- Completes appropriate electronic (computer) documents

Fire Prevention Inspections

- Completes inspections within required timeframes
- Completes appropriate electronic (computer) documents
- Working knowledge of required inspections
- Able to identify hazardous processes or conditions requiring permits or correction of violation
- Can apply information found in reference materials in order to make thorough inspections of all occupancies
- Follows up and takes responsibility for quality of inspections done by Fire Fighters in buildings, public assemblies, or other sites
- Stays current on knowledge of code requirements and other fire prevention inspection programs

Dealing with Public Fire Prevention

- Enforces code in a positive manner, explaining safety needs and consequences
- Communicates persuasively, generating positive support of fire prevention
- Promotes good public relations by conducting thorough, consistent inspections
- Handles public complaints or objections in a professional manner

Training

- Conducts effective training sessions
- Adheres to Department safety standards
- Maintains Department standards for training requirements
- Completes required documentation
- Builds teamwork through training
- Able to correct weakness in performance among individuals
- Takes appropriate and timely corrective action to address unacceptable performance

Working Within Chain of Command

- Communicates effectively with Battalion Chiefs
- Communicates effectively with subordinates regarding policies and procedures
- Supports management requirements and objectives
- Cooperates and communicates effectively with other officers

Time Management

- Accomplishes work load by setting and following efficient priorities
- Handles interruptions, re-prioritizing work as necessary
- Doesn't procrastinate, plans ahead

Physical Fitness

- Maintains physical fitness
- Sets good example on maintaining physical fitness

Commitment to the Department

- Committed to excellence
- Initiative to improve knowledge and skills (Subscriptions, conferences, etc)
- Volunteers to participate in special Department projects