

OUTLINE OF THE COMMAND JOB - FIRE CAPTAIN

Supervising Tactics at Scene of Emergency: Knowledge

- Knows and uses department tactics.
- Understand and implements national standards for Incident Command System (ICS).

Knows and uses the basic tactical procedures for:

- Fires, hazardous materials incidents, marine response incidents, multiple casualty incidents, heavy rescue incidents, and EMS.
- 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.
- Understands and implements national standards for Incident Command System (ICS).
- As first company to a scene, makes appropriate size up and initial decisions.
- 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.

Work Unit Management

- Personnel under this person's supervision work effectively to accomplish objectives.
- Personnel are cooperative in doing whatever is assigned.
- Facility and equipment are properly maintained.
- Analyzes, organizes, and schedules work to accomplish Department programs.
- Takes initiative to solve 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.
- Effectively deals with performance problems.
- Delegates responsibility, taking into account strengths of each team member.
- Consistently administers departmental policies and procedures.
- Expresses concerns of subordinates to upper management.
- Sensitive to needs of subordinates.
- Communicates effectively with individuals regardless of ethnic background, religion, or gender.
- Sensitive to concerns of women and minority group members.

Emergency Medical Response

- Maintains EMS skill level and 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.

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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.

Fire Prevention Inspections

- Completes inspections within required timeframes.
- 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

- Effective instructor: 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.

Working Within Chain of Command

- Communicates effectively with Battalion Chiefs.
- Communicates effectively with subordinates regarding policies and procedures.
- Supports management requirements and objectives; does not speak negatively about policies or management.
- Positively responds to changes in priorities.
- 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 Department physical fitness standards.
- Shows willingness and sets good example on maintaining physical fitness.

Commitment to the Department

- Committed to excellence. Willing to go the extra mile.
- Initiative to improve knowledge. (Subscriptions, conferences, etc.)
- Volunteers to participate in special Department projects.
- Volunteers for off duty classes.