



## Job Description

### Fire Captain – Shift (2912)

Pay Grade: F05

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**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

**Experience Required:** Minimum four (4) years of progressively responsible experience in the Fire Department including a minimum of six (6) months as a Driver Engineer and/or twelve (12) months as a relief driver.

**Minimum Education Requirements:** High School graduation or G.E.D.

**Department:** Fire

**Direct Supervisor:** Battalion Chief.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works in an office environment and within City jurisdiction.

**Certification:** Valid State of Florida driver's license. Florida Firefighter I, II, EMT/Paramedic and Florida Fire Officer.

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**Job Summary:** Responsible for supervisory work in the direction of the activities of an assigned fire company. Serves on scene commander for a variety of emergency scenarios while adhering to department and City policy. Ensures proper maintenance of the fire stations and all response equipment. Stands ready physically and mentally to perform any and all functions.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Direct the operations and training activities of the assigned personnel on a shift in a designated station or work area. Act as shift officer in absence of Battalion Chief.
- Respond to fire alarms. Direct the route to be taken to the fire and upon arrival determine what actions and equipment are required. Make decisions as to the best methods of extinguishing fires and direct operations until relieved by a superior officer.
- Supervise laying hose lines, directing and varying the pressure of water streams, placing of ladders, ventilation of buildings, rescue operations, administering of emergency medical service, and placement of salvage covers. Direct the movement of employees and apparatus during fire and other emergencies.
- Ensure that all station equipment is returned to proper place after a fire has been extinguished and that all equipment is in working order.
- Instruct personnel in the rules, regulations, and other operational procedures.
- Inspect personnel and maintain discipline. Transmit orders and information to personnel. Evaluate the performance of subordinates and the work of personnel assigned to him/her.
- Participate in and conduct training activities and studies modern firefighting methods and techniques. Lead drills for company evaluations; keep records.
- Supervise cleaning of quarters, equipment, and apparatus at a fire station.
- Conduct frequent hydrant checks, pre-fire planning and community outreach programs.
- Perform other job duties as assigned.



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#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Modern firefighting principles, practices, and procedures including hydraulics.
- Firefighting and emergency medical treatment principles and methods.
- Fire prevention methods and education techniques.
- Building construction and plans review.
- Physical layout of the City including fire hydrants and street locations.

##### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Operations and maintenance of various types of apparatus and equipment used in firefighting activities.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

##### **Abilities**

- Work with a high degree of independent judgment while working under pressure.
- Develop and maintain working relationships with a diverse group of associates including other professionals at the local, state, and national level and those providing services to the City.
- Lead effectively and maintain discipline.
- Train, supervise, and evaluate personnel.
- Exercise sound judgment, to promote harmony, and to cooperate with other officers.
- Operate heavy fire apparatus safely under emergency conditions.
- Make mental calculations of pressures required in various situations.
- Work outside in extreme weather conditions.

##### **Physical Demands**

The work is light work which requires exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.



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- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



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\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date