FIRE CAPTAIN

POSITION SUMMARY

Under administrative direction, plans, directs, manages, supervises, and participates in the activities, programs, functions, and operations of an assigned area within the Fire Department. Fire Captains may be assigned to shift operations or an administrative division, including but not limited to Training, Apparatus and Equipment, or other areas as determined by the Fire Chief.

When assigned to shift operations, the Fire Captain serves as the Shift Commander and is responsible for the overall supervision, management, and operational readiness of an assigned shift. The Fire Captain directs emergency and non-emergency operations, supervises subordinate company officers, ensures compliance with department policies and procedures, and maintains accountability for personnel, equipment, training, and service delivery.

When assigned to an administrative division, the Fire Captain is responsible for the planning, coordination, implementation, and oversight of department programs, projects, personnel, equipment, facilities, and resources within the assigned area of responsibility.

RESPONSIBILITIES

Essential Duties:

The following duties are representative of the work performed by Fire Captains. Specific assignments and responsibilities may vary based on operational or administrative assignment.

Shift Operations Assignment

- Serves as the Shift Commander and is responsible for the overall supervision and management of assigned shift personnel.
- Supervises Fire Lieutenants, EMS Lieutenants, and assigned shift personnel.
- Directs and coordinates daily shift operations, staffing, deployment, and emergency response activities.
- Oversees the development and implementation of shift work assignments, operational priorities, and personnel accountability measures.
- Conducts performance evaluations for subordinate officers and personnel as assigned.
- Addresses personnel issues, administers corrective action, and makes disciplinary recommendations in accordance with City policy and department procedures.
- Ensures operational readiness of all assigned stations, apparatus, equipment, and personnel.
- Monitors compliance with departmental policies, standard operating guidelines, training requirements, and safety procedures.
- Serves as Incident Commander or Command Staff member during emergency incidents and assumes command as necessary based on incident complexity.
- Reviews incident documentation, personnel reports, training records, and other operational records for accuracy and completeness.

- Provides mentorship, coaching, and leadership development opportunities for subordinate officers and personnel.

- Coordinates activities with other shifts, divisions, departments, and outside agencies to ensure continuity of operations.

Administrative Division Assignment

- Plans, coordinates, manages, and evaluates programs related to training, apparatus and equipment, special projects, or other assigned functions.
- Develops and implements goals, objectives, policies, procedures, and strategic initiatives within assigned areas of responsibility.
- Monitors and evaluates the efficiency and effectiveness of assigned programs and services and recommends improvements as necessary.
- Participates in budget development and provides recommendations regarding staffing, equipment, apparatus, facilities, and operational needs.
- Oversees assigned department equipment, apparatus, facilities, programs, and resources.
- Coordinates procurement, maintenance, testing, replacement planning, and recordkeeping within assigned areas of responsibility.
- Serves as the department liaison with other divisions, departments, governmental agencies, vendors, community organizations, and the public as assigned.
- Represents the department during public events, meetings, educational programs, and community outreach activities.
- Manages assigned special projects and ensures compliance with applicable standards, regulations, and department policies.

Duties Applicable to All Assignments

- Maintains awareness of emerging trends, technologies, and best practices within the fire and emergency medical services professions and incorporates improvements as appropriate.
- Promotes professionalism, teamwork, accountability, and customer service throughout the organization.
- As assigned, assumes command of the department in the absence of the Fire Chief, Deputy Fire Chief, and Division Chief of Fire and EMS Operations.
- Performs other duties as assigned.

Knowledge, Skills and Abilities: (position requirements at entry):

- Knowledge of firefighting, emergency medical services, hazardous materials response, rescue operations, and incident command principles, practices, and procedures.
- Knowledge of fire department operations, deployment strategies, staffing models, departmental policies, and applicable federal, state, and local regulations.

- Knowledge of leadership, management, supervisory, and personnel development principles and practices.
- Skill in leadership, decision-making, conflict resolution, problem-solving, and employee development in both routine and emergency situations.
- Ability to supervise, motivate, mentor, and evaluate subordinate officers and personnel while promoting accountability and professionalism.
- Ability to analyze operational issues, implement corrective actions, and effectively manage personnel and resources during emergency and non-emergency operations.
- Ability to prepare, review, and maintain reports, records, evaluations, budgets, and other departmental documentation.
- Ability to effectively communicate and maintain positive working relationships with employees, public officials, outside agencies, community partners, and members of the public.

SKILLS

Education and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.)
- Associates degree with Bachelor's degree in Fire Science or Administration preferred.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License (at hire);
- IFSAC and/or ProBoard Hazardous Materials Awareness & Operations certification;
- IFSAC and/or ProBoard Fire Fighter I certification;
- IFSAC and/or ProBoard Fire Fighter II certification;
- IFSAC and/or Pumping Apparatus Driver/Operator certification;
- IFSAC and/or ProBoard Fire Instructor I certification with Fire Instructor II preferred;
- IFSAC and/or ProBoard Fire Officer I certification with Fire Officer II preferred;
- ICS/NIMS 100, 200, 300, 400, 700 and 800;
- BlueCard Command certification;
- AHA BLS Provide Level Instructor (within 1 year of hire);
- Emergency Medical Technician Certification (EMT-B), National Registry;

WORKING CONDITIONS

Environment:

- Physical requirements: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

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- May be subjected to hazardous conditions including but not limited to: fumes, odors, dusts, gases, chemicals, poor ventilation, body fluids, blood borne pathogens, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Work involves episodes of strenuous physical activity, routine exposure to the threat of physical harm including the threat of loss of life, exposure to hazardous substances , unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against.
- Ability to distinguish between shades of color and utilizing the sense of smell.

CLASSIFICATION AND HISTORY:

Grade: F4
FLSA: Non-Exempt
Updated to new format: Changed title from Fire Engineer to Fire Captain 02/27/2020 by Chief Sivak, HR Coordinator Nameniuk, CA Gaa, 10/03/2022 by Chief Presnell, HR Nameniuk, Updated 6/10/2026 by Chief Presnell, HR Nameniuk