

**City of Coconut Creek
Job Description**

Job Title: Fire Captain
Department: Fire
FLSA Status: Non-Exempt

General Purpose:

Under general direction, performs highly responsible supervisory and administrative work involving the planning, allocation, training, and supervision of work in an assigned fire station and at emergency scenes. Employee is responsible for overseeing all daily operational, training, and supervisory aspects of shift assignments, managing emergency responses and maintaining fire station facilities, assigned apparatus and equipment. Employee works in accordance with directives received from a Battalion Chief, or officer in charge, however, is expected to exercise considerable independence and initiative in performance of routine tasks and emergency situations.

Objective is to enforce the prevention and minimization of injury and/or loss of life and property in emergency rescue and fire situations. Makes decisions to ensure the safety and protection of assigned personnel.

Examples of Essential Functions:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs the job functions of Firefighter/Paramedic (see separate job description) in addition to the duties that follow
- Supervises staff, including assigning tasks and projects, reviewing work and assisting staff with prioritization and completion of assignments, approving leave and overtime requests, evaluating performance and recommending and issuing disciplinary actions as needed, coaching and mentoring staff, and providing opportunities for growth through work assignments and training
- Ensures the safety of all assigned personnel
- Recommends training programs; assists in the development of training programs; administers in-service training on a regular basis
- Assists in development and enforcement of departmental Standard Operating Procedures, policies, principles and practices of the fire rescue and paramedic work; abides by all laws, ordinances and regulations governing fire rescue procedures
- In responding to fire alarms in the City and mutual aid and emergency medical calls, manages and controls emergency medical/fire rescue operations up to and including incident site with considerable latitude of independent decision making typically

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involving both life and death circumstances and potential for considerable property loss; ensures scene safety

- Performs salvage operations after emergency situation is controlled and/or suppressed
- Acquires necessary resources and deploys accordingly
- Communicates with dispatch, emergency room physicians and staff, police, fire officers and related personnel for the accurate and efficient dissemination of information
- Ensures proper control and activities for controlled substances
- Drafts and submits detailed reports; performs research and conducts surveys for reports; maintains various departmental records
- Inspects appearance of firefighters at beginning of shift; inspects fire and equipment for safety and cleanliness
- Attends designated training sessions and seminars; administers continuing education programs for Fire Fighting/EMT/Paramedic
- Performs public relations functions between the City and other fire departments; organizes and administers public education and community outreach programs; answers complaints and assists the general public with general inquiries
- Works shifts, which include long hours, days, nights, weekends, and holidays
- Performs other related duties as assigned and/or required

Minimum Qualifications:

Associate's Degree from an accredited college or university in Fire Science, Emergency Medical Services, Public Administration, or a related field that qualifies for supplemental compensation pursuant to Florida Statute 633.422; supplemented by at least five (5) years of experience as a firefighter/paramedic, including at least two (2) years at the Driver/Engineer or Lieutenant level.

Possession/maintenance of the following certifications/training:

- Florida Driver's License with acceptable driving record
- Certification by the State of Florida as a Firefighter pursuant to Florida State Statutes 633.412
- Certification by the State of Florida as a Paramedic
- Healthcare Provider CPR Certification and Advanced Cardiac Life Support Certification
- DOT Approved Emergency Vehicle Operator Course (EVOC) Certification and an acceptable driving record
- Completion of State of Florida approved Fire Service Hydraulics (FFP1301) & Apparatus Operations (FFP1302) courses
- Certification by the State of Florida as a Fire Officer I by date of hire/promotion

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- Completion of appropriate level of National Incident Management System (NIMS) training is mandatory within one year of hire/promotion

This is a designated emergency management position in the City's Emergency Operations Plan and will require the employee occupying this position to work during declared emergencies.

SUPPLEMENTAL INFORMATION:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Knowledge, Skills, and Abilities:

- Knowledge of current principles and practices of fire prevention/suppression/rescue and paramedic work, governing laws, ordinances, policies and procedures
- Knowledge of Healthcare Provider CPR
- Knowledge of modern rescue, extrication, life support, and transportation techniques; movement of patients and psychological needs of patients
- Knowledge of emergency room procedures as related to EMS
- Knowledge of effective supervisory methods, practices and techniques
- Skill in rendering effective emergency medical treatment at the advanced life support level
- Skill in performing detailed patient examinations and provide diagnostic assessment of patient's condition
- Skill in performing safe and efficient use of fire emergency service equipment
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations
- Skill in swimming
- Skill in operating moderately heavy/heavy fire rescue vehicles and equipment even under adverse conditions
- Skill in operating basic office equipment
- Skill in accessing, operating and maintaining various software applications, including Microsoft Office products, with the ability to learn new software
- Ability to supervise and enforce safe medical rescue methods, procedures and practices
- Ability to oversee emergency scenes and personnel, operations, emergency medical services, patient care, and safety techniques, rendering effective decisions as appropriate
- Ability to effectively deploy ICS/IMS, NIMS and take command as necessary
- Ability to lead the ALS team in patient care and rescue operations
- Ability to understand and follow written and oral instructions in English
- Ability to clearly communicate information both orally and in writing

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- Ability to make decisions readily, render judgment, take action or commit oneself in life or death situations
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities
- Ability to maintain composure under emergency situations; work effectively under stressful conditions
- Ability to demonstrate behaviors that support the City's mission and core values
- Ability to be ethical and fair while representing the City, including adherence to all workplace policies that support ethical business practices and standards of conduct
- Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation
- Ability to regularly attend work and arrive punctually for designated work schedule

Physical Requirements:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work, including lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time standing and/or walking.

Environmental Requirements:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

Sensory Requirements:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

Time Analysis for Florida Retirement System application requirements:

- Supervision of and participation with Special Risk (Firefighter/Paramedics) staff whose duties include firefighting and life safety – 70%
- Performs fire prevention training and public education –20%

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- Miscellaneous related duties – 10%

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date