

## **FIRE CAPTAIN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and skilled fire fighting and fire prevention work involving the command of a fire company on an assigned shift. Work involves responsibility for the discipline of the fire fighting personnel of the company to which assigned and for the maintenance of a fire station and its apparatus and equipment. At a fire, a fire captain is responsible for the supervision and safety of all fire fighting personnel, and for the effective and efficient extinguishing of the fire until relieved of command by a higher-ranking officer. Fire captains are required to perform with department standards and rules, subject to inspection and observation by a higher-ranking fire officer.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Responds to fire alarms;
- Determines route to be taken;
- Makes decisions as to methods of combating fires;
- Directs fire fighting work until relieved by a superior officer;
- Maintains records and prepares reports regarding personnel, alarms, supplies and other matters relating to the company;
- Supervises and participates in the laying of hose lines, directing water streams, placing ladders, ventilating buildings, rescuing persons and cleaning up of premises after fire has been extinguished;
- Directs the cleaning of quarters and of equipment and apparatus at fire station; inspects personnel, maintains discipline;
- Instructs and drills members in fire fighting methods and techniques, and related subjects;
- Supervises the inspection of business and industrial establishments, churches, schools, and other buildings for fire and safety hazards;
- Supervises maintenance of inspection records and preparation of reports;
- Investigates and reports upon the causes of fire in the absence of a superior officer;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of modern fire fighting principles, practices and methods;
- Thorough knowledge of the operations, use and maintenance of the various types of apparatus and equipment used in fire fighting activities;

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- Thorough knowledge of departmental policies, rules and regulation, and of fire prevention methods;
- Good knowledge of first aid principles;
- Good knowledge of the principles and practices involved in instructing and training members of a fire station, and their application to specific training problems;
- Good knowledge of personal computers and office equipment;
- Working knowledge of the location of streets, fire alarm boxes and hydrants in the city;
- Ability to lead members effectively, maintain discipline, accept lines of authority, promote harmony, and cooperate with other officers and men;
- Ability to maintain accurate records and prepare clear reports;
- Physical condition commensurate with the demands of position.

**MINIMUM QUALIFICATIONS:** Two (2) years of experience as a permanently appointed fire lieutenant in the City of Albany Fire Department.

**SPECIAL REQUIREMENT:** Certification as an Emergency Medical Technician (EMT-B) issued by the New York State Health Department in accordance with part 800, Chapter VI of the State Emergency Medical Services Code at time of appointment or within one (1) year thereafter. Candidates must also maintain the New York EMT-B Certification throughout their tenure as a Fire Captain with the Albany Fire Department.

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