

POSITION TITLE: FIRE CAPTAIN
DEPARTMENT: SAFETY
DIVISION: FIRE

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Fire Deputy Chief

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Fire Lieutenant

DIRECT: 1

INDIRECT: 10-12

POSITION FUNCTION

This position is responsible for training/supervising assigned personnel in order to protect lives and property and ensure smooth operations.

JOB RESPONSIBILITIES

Responds to fire alarms to control and extinguish fires and direct the fire scene

Responds to calls for Emergency Medical Assistance

Operates fire and EMS dispatch systems and telephones

Cleans and maintains building and grounds

Ensures proper operation of EMS and fire equipment

Participates in and/or supervises training and education

Prepares and submits accurate reports and documentation

Participates in public relations activities

Provides direction for and delegates tasks to firefighters

Schedules personnel work assignments

Maintains records

Serves on committees

Ensures platoon members comply with policies and procedures

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, sit, talk/hear, use hands to finger/handle/feel, reach with hands/arms, and lift up to 50 pounds.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <ul style="list-style-type: none"> Knowledge of arson and fire investigation Knowledge of Emergency Medical Services procedures and protocols Ability to use spreadsheet, database, word processing and selected job-specific software Ability to use specialized tools and equipment for firefighting, Emergency Medical Services and communication Must maintain a valid Ohio driver's license and have the ability to drive <p>Administrative Skills</p> <ul style="list-style-type: none"> Ability to analyze and resolve situations and problems Ability to set goals and develop strategies and schedules for meeting them Ability to plan, organize, assign and direct work of staff Ability to properly assign responsibilities to meet objectives Ability to effectively coordinate activities of others to meet objectives Ability to handle multiple priorities and projects Ability to keep clear and accurate records and reports <p>Cognitive Skills</p> <ul style="list-style-type: none"> Ability to deal with a variety of concrete variables in situations where only limited standardization exists Ability to make timely, sound decisions Ability to interpret a variety of instructions in written, oral, diagram or schedule form Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals Ability to interpret professional periodicals and journals, technical procedures, and government regulations 	<ul style="list-style-type: none"> Ability to interpret complicated policies, procedures and protocols Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities <p>Communications Skills</p> <ul style="list-style-type: none"> Ability to let people know of decisions, changes, and other relevant information in a timely fashion Ability to speak effectively one-to-one Ability to speak effectively before groups and to respond to questions Ability to deliver effective presentations Ability to demonstrate attention to and convey understanding of the comments or questions of others Ability to use appropriate style, format, and tone in informal and formal business communications Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary Ability to prepare clear and concise reports, correspondence and other written materials <p>Interpersonal Skills</p> <ul style="list-style-type: none"> Ability to use tact and discretion Ability to deal courteously and diplomatically with the general public Ability to maintain issue confidentiality Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors <p>Leadership Skills</p> <ul style="list-style-type: none"> Ability to take charge and initiate actions Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals Knowledge of administration and supervision of staff and activities

DESCRIPTION OF WORKING CONDITIONS
<p>Work is performed both indoors and outdoors; activity schedules are irregular; night and/or weekend meetings are common.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Two-year college certificate or equivalent; Ohio Professional Firefighter certification, Emergency Medical Technician certification, State Fire Inspector certification; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.