



## City of Irving Job Description

### Fire Captain

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Fire
<b>Job Code:</b>	5162	<b>Reports To (Job Title):</b>	Fire Battalion Chief or Assistant Fire Chief

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#### PURPOSE

To supervise, train employees for, and participate in the provision of emergency response including fire suppression, rescue, and emergency medical services (EMS).

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Command all emergency incidents at which employee arrives first, including evaluating risks and developing a strategy for response, transitioning command to a higher-ranking officer when/if appropriate.
- Supervise members of assigned unit/station, including researching, preparing, and conducting trainings, drills, inspections, and personnel evaluations, and initiating disciplinary action.
- Supervise and assist in the daily inspection, maintenance, repair, and inventory of all emergency tools and equipment in area of responsibility, including fire and EMS apparatus, powered and hand tools, medical supplies and drugs, communications equipment, and specialty apparatus and equipment.
- Assess situation and risks at emergency incidents, including developing and executing strategic, tactical, and task level emergency response plans and determining if arson investigators are required.
- Prepare, submit, and maintain record of annual budget requests for assigned units.
- Provide prompt, courteous, professional services to station visitors, Irving citizens, and other City of Irving employees, including responding to complaints, providing resources for victims of a disaster or loss, information about City laws and ordinances, and driving directions.
- Plan, schedule, supervise, and assist in the preparation, data collection, and computer entry of Pre-Fire Quick Action Plans as well as target hazards.
- Maintain departmental records, including personnel records, equipment and station inventory, station log book, station supplies, and fuel delivery and usage logs.
- Establish and maintain coordination of activities among shifts, stations, sections, departments, and agencies.
- Supervise communications activities, equipment maintenance, and policies, including standardizing communications procedures and terminology, planning and overseeing training of all IFD members in the proper operation of radios and communications equipment, and supervising preparation of dispatcher work schedule.
- Serve as Quality Control Officer for completeness, legibility, and accuracy of emergency medical service reports.
- Monitor automatic alarms received and reports locations where alarms are false or malfunctioning.
- Conduct or participate in incident critiques, personnel investigations, and other critical research as required, including preparing reports.
- Recommend personnel assignments to Fire Battalion Chief according to department needs and personnel evaluations.
- Prepare specifications for MICU supplies and equipment.

- Respond to calls for medical service and administers treatment according to level of emergency medical certification.
- Appear in court as required by subpoenas in relation to on-duty activities.
- Perform all duties of a Firefighter, Fire Equipment Operator, and Fire Lieutenant.
- Perform related duties as assigned.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Recruit potential IFD members at job fairs.
- Serve on committees including policy/procedures review and evaluation, apparatus/equipment design and purchase, and special rescue/incident mitigation equipment design and purchase.
- Act as Fire Battalion Chief when required.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include all employees in an assigned work unit.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Prepare, submit, and maintain record of annual budget requests for assigned units.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to an Associate's degree (30 hours) from an accredited college or university.

### **EXPERIENCE**

- Six (6) years of experience with the Irving Fire Department, including two (2) years of experience each as a Firefighter, Fire Equipment Operator, and Fire Lieutenant.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license.
- Appropriate valid Firefighter certificate.
- Firefighter Instructor certificate.
- Hazardous Materials-First Responder/Operations Level certificate.
- Paramedic license or Registration.
- Fire Instructor II instead of Firefighter instructor Certificate.
- Fire Officer II Certificate
- NIMS 300 Certificate

## **KNOWLEDGE OF**

- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Fire Sciences and Equipment: Fire suppression procedures and techniques, including incident stabilization and mitigation, safe operation of hand and mechanical tools and of large vehicles, IFD procedures, hose and ladder operation, salvage and overhaul, fire stream development, and fire ventilation, rescue, and inspections.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of safety, cleanliness, repair, and efficiency.
- First Aid: Principles, processes, and techniques of diagnosing and rendering aid.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.

## **SKILLS AND ABILITIES IN**

- Mechanical/Technical: Safely operating diverse light and heavy equipment, including large vehicles, hand and power tools, medical instruments, ladders, hoses, radios, and computers.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches and strategy.
- Service Provision: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Oral Comprehension under Duress: Listening to and understanding information and ideas presented through spoken words and sentences in stressful situations.
- Oral Expression under Duress: Communicating information and ideas in speaking so others will understand in stressful situations: oral expression under duress.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Probing/Inquiry: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective diagnostic interviews.
- Number Facility / Basic Math: Adding, subtracting, multiplying or dividing quickly and correctly.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Reaction Time: Responding quickly (with the hand, finger, or foot) to one signal (e.g., sound, light, picture) when it appears.

- Response Orientation: Choosing quickly and correctly between two or more movements in response to two or more signals (lights, sounds, pictures, and so on). This includes the speed with which the correct response is started with the hand, foot or other body parts.
- Speech Recognition: Identifying and understanding the speech of another person.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to see, listen, talk, grasp, handle, and/or feel. Frequently, s/he is required to balance, carry, climb, crawl, kneel, lift more than 100 pounds, pull, push, reach, sit, stand, stoop, and/or walk. S/he occasionally must drive a vehicle, kneel, and/or swim. In rare instances, the employee must run. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee frequently is exposed to extreme vibration, body fluids and blood-borne pathogens, confined work space, dirty environment, electrical hazards, extreme weather conditions, air contamination, high and precarious places, improper illumination and darkness, moving mechanical parts, noise, toxic and caustic materials, and/or violence. This job requires the employee to make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.