

**CITY OF ST. MARYS, GEORGIA  
CLASS SPECIFICATION**

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**CLASS TITLE: FIRE CAPTAIN**  
**DEPARTMENT: FIRE**  
**REPORTS TO: ASSISTANT FIRE CHIEF / FIRE CHIEF**

**CLASS CODE: 1025**  
**FLSA STATUS: E**  
**DATE: 06/13**

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**JOB SUMMARY:**

Under direction of the Assistant Fire Chief, plans, organizes, coordinates and directs the emergency and non-emergency activities of a fire suppression shift; commands emergency response scenes; directs and performs a variety of staff support functions; plans, organizes, coordinates and directs fire inspection and prevention programs; and performs related work as assigned. Responsible for overseeing and directing the Department's day-to-day activities for their shift. Incumbents report to the Assistant Fire Chief and exercise overall supervision of department activities and personnel in the absence of the Assistant Fire Chief. Supervises staff and performs advanced, complex fire suppression functions to protect life and property, prevention of the commission of fires and provides community services. Serves as training officer and officer in charge.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate the City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

**ESSENTIAL JOB FUNCTIONS:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Performs firefighting and life rescue duties, including: responding to various emergencies; assisting in conducting fire suppression functions; administering first aid and emergency medical treatment; assisting in operation equipment; laying hose, raising and climbing ladders, etc.; conducting search and rescue operations; and assisting in containing hazardous materials spills.

Plans, coordinates and supervises activities of their assigned Shift during emergency response and administrative activities.

Commands single and multiple-company responses to emergency fire, medical aid, traffic accident, hazardous material, rescue or other situations and functions as the incident commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment; makes determinations regarding requests for additional personnel, equipment and resources; personally performs a wide variety of fire suppression and medical treatment tasks in emergency situations.

Plans, schedules, assigns and participates in equipment and station maintenance, company drills and training, company fire inspections and other operational and administrative functions.

Assists in overall department planning, programming and administration; represents the department in meetings, conferences and public events; participates in planning, developing and implementing the department's public education and community outreach program; communicates and ensures understanding of the department's policies and procedures; assumes command duties in the absence of the Assistant Fire Chief; completes special projects as assigned; participates in the development and implementation of departmental policies, procedures and standards; communicates with other communities to develop mutual aid activities; coordinates and participates in special research projects involving all aspects of the department's operations.

Prepares and reviews a variety of records and reports; prepares paperwork for training, emergency response, performance evaluations, leave requests, purchase documents and budget requests; delegates special assignments to company personnel.

Maintains discipline and develops documentation pertaining to employee performance; provides performance feedback and prepares performance reviews for assigned staff; counsels assigned staff on performance, training and personal development needs; inspects records and daily logs; inspects department facilities to ensure proper safety practices; interprets department policies, procedures and safety practices and ensures understanding and compliance.

Participates in the planning, development and implementation of department-wide training programs; oversees the training and development of assigned Shift personnel to meet the goals and objectives of individuals and the overall goals of the department; oversees the training and development of full-time, volunteers; participates in the selection and/or promotion process for full-time and volunteer staff.

Monitors developments relevant to the fire service and develops recommendations to enhance the department's overall effectiveness and performance.

Prepares and maintains a wide variety of correspondence, records, files and reports related to the activities of an assigned Shift, in addition to other assigned areas of responsibility.

Performs other duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Two Way Radio	Fire Pump	Rescue Equipment
Lawn Maintenance Equipment	Fire Vehicle	Computer
Flashlight	Vehicle Maintenance Tools	Fire Extinguisher
Firefighting Equipment	Ladder Truck	Hand Tools

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's Degree; and/or,

Six years of experience as a paid, full-time firefighter; or an equivalent combination of training and experience; and,

Safe Driving Record; and,

Valid Drivers License; and,

Meet or exceed the National Professional Qualification Firefighter I & II, and working on or completed Fire Officer I certification.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline; administrative practices, including planning budget needs, monitoring expenditures, and purchase and requisition processes; principles, techniques, strategy, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency responses; methods and practices of providing emergency medical response at the basic life support level; hazardous material and chemical spill response, and applicable state and federal laws, codes, ordinances and regulations; safety practices and precautions pertaining to the work.



**Skills & Abilities in:**

Plan, organize, schedule, assign and review the work of others; analyze emergency response and operations problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances; develop and conduct classroom and practical training courses and programs; render emergency medical care at the basic life support level; establish and maintain effective working relationships with those encountered in the course of the work; maintain accurate records and prepare clear and concise reports and other written materials.

**Mental and Physical Abilities:**

**Mental Abilities:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with City staff, other organizations and the public.

**Physical Abilities:**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear. The employee must regularly lift and or move equipment and/or persons weighing up to 150 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. Must be able to smell and taste.

**Working Conditions:**

Work is performed in an office, fire vehicle and in the field exposing the employee to various outside atmospheric conditions; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools, or machinery, electrical shock, radiation, explosions, falling from high, exposed places, and/or toxic or caustic chemicals. The employee is frequently exposed to persons who have contagious diseases/illnesses, volatile situations and imminent danger when performing the essential functions of the job.

Working time may require irregular hours, shift times, and/or on-call status.

The incumbent's working conditions are typically very loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.