

**FIRE PREVENTION CAPTAIN****SUMMARY:**

Under general supervision performs fire investigations, fire inspections, consultations, and public education duties; performs fire suppression activities; may perform other duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are not in any hierarchical order)*

1. Performs fire inspections and prepares subsequent correspondence for new licenses or complaints.
2. Determines cause and origin of fires. Compiles reports and interviews witnesses. Prosecutes arsonists.
3. Prepares civil or criminal case for trial. Testifies in court as required.
4. Coordinates efforts with state fire marshal's office, sheriff's office or police department on arson cases.
5. Consults with architects, engineers, or contractors as fire code advisor for construction or appeal, and oversees plans review for code compliance.
6. Represents fire department on boards or committees as fire protection advisor.
7. Reviews and critiques reports by fire officers.
8. Advises Division Chief and Fire Chief in matters of fire investigations, code enforcement or personnel management.
9. Attends seminars and classes to maintain required certification.
10. Performs firefighting activities as needed.
11. Supervises, directs and evaluates assigned staff, processing employee's concerns and problems; directing work, counseling, and completing employee performance appraisals.
12. Based on certification and as needed, administers appropriate emergency medical care in accordance with the medical protocols adopted by the West Palm Beach Fire Rescue Department.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles of fire prevention and investigation, fire prevention codes, fire science technology, laws and ordinances related to arson investigation.
- Thorough knowledge of department policy and procedures, City geography, hazards and water distribution systems.
- Knowledge of city, state, and national fire codes, including the State Fire Prevention Code.
- Knowledge of the collective bargaining agreement.
- Knowledge of modern firefighting/rescue tactics and fire department equipment and apparatus.
- Knowledge of civil law, fire investigation techniques and procedures.
- Knowledge of budgetary and personnel management practices.
- Skills in effective public relations.
- Skills in fire suppression and prevention techniques.
- Skills in analysis and investigation.
- Ability to recognize a fire hazard and take corrective action.
- Ability to lead and direct the work activities of others.
- Ability to communicate effectively verbally and in writing.
- Ability to operate photography, office and firefighting equipment and apparatus.
- Ability to work independently.
- Ability to establish and maintain effective working relationships with employees, other agencies and the general public.
- Ability to lead workers effectively, maintain discipline, accept lines of authority, promote harmony and cooperate with other officers and workers.

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- **Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic or schedule form and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- **Situational reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed primarily in office, vehicle, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. The employee is frequently required to stand, walk, use repetitive motions of the wrists, hands and/or finger, handle, operate objects, tools, controls, reach with hands and arms and perform other similar actions during the course of the day. There is also a risk of exposure to blood borne pathogens, chemicals, mechanical parts, and other hazards. The employee must frequently lift and/or move moderate to heavy objects up to 50 pounds. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Forty-two (42) college credit hours. Minimum two (2) years' service as Fire Prevention Lieutenant. State of Florida Fire Safety Inspector I Certification, required. Fire Chemistry FFP-2111 and Origin and Cause FFP-2610, or Associate's Degree from an accredited institution, required.

**Driver License Requirement:** A valid Florida driver's license, required. Must not have been convicted within the last three (3) years of reckless driving or driving under the influence of alcohol or controlled substances. A candidate must not have had his/her driver's license suspended under the point system provided for in Chapter 322, Florida Statutes within the last three (3) years.