

OPERATIONS CAPTAIN

SUMMARY:

Under limited direction, supervises and directs the activities of one or more fire companies in routine duties and on fire or emergency medical service scenes; acts as incident commander or incident safety officer at the scene of emergencies; enforces rules and regulations and monitors emergency communications; provides training to department personnel as required; assists Battalion Chief as needed; utilizes various tools and power equipment in rescue operations. In response to an alarm, an employee in this class directs the company to the route of the fire or other emergency. At the scene of a fire, EMS, or other emergency, an employee of this class is responsible for effectively controlling and mitigating the situation until relieved of command by a superior officer. An employee in this class may be assigned as an officer to any fire rescue unit, station, or of a position of equal rank.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.)*

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

1. Supervises and directs fire ground and/or emergency operations for assigned company/unit. Responds to fire alarms; determines route to be taken by fire company and approach that the units will take in responding; analyzes information about the fire scene and makes decisions as to best methods of extinguishing fire, and saving lives and property; directs work until relieved by superior officer.
2. Participates in emergency operations with single or multiple companies/units at fire scenes, hazardous material spills, special details, and medical emergencies.
3. Routinely manages and directs activities in an assigned station and supervises two or more companies in daily routine activities.
4. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and completing employee performance appraisals; schedules assignments for station personnel; transmits orders and information to personnel; recommends firefighters for commendations.
5. Maintains and enforces all rules and regulations and any other written mandates including Administrative Policies and Procedures and Tactical Standard Operating Guidelines.
6. Conducts fire investigations, complaint inspections and re-inspections, pre-fire plans and prepares related reports and documents.
7. Maintains concise station log; uploads/downloads computer data; ensures completion of all run reports; maintains and files reports and other forms; reviews reports prepared by other personnel.
8. Based on certification, administers appropriate emergency medical care in accordance with the medical protocols adopted by the West Palm Beach Fire Rescue Department.
9. Attends/participates in job related training/seminars to maintain certifications and/or enhance job performance.
10. Plans and conducts company level training.
11. Participates as required in various departmental committees.
12. Makes arrangement for, inspects and oversees the maintenance of stations, fire and EMS equipment, vehicles, and supplies to ensure proper operations. Makes recommendations for budgeting requirements and capital improvements to an individual assigned facility.
13. May assume the duties and responsibilities of a Battalion Chief/Division Chief as required.
14. Under the supervision of Battalion Chief/Division Chief gathers information and develops work plans, establishing drill requirements, inspection schedules and assigning work task.
15. Ensures all fire rescue activities are conducted in a safe manner according to accepted safety practices.

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KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Thorough knowledge of principles, practices and procedures of modern fire fighting, fire prevention and rescue principles, practices and methods.
- Knowledge of supervisory principles and practices.
- Knowledge of laws and ordinances related to fire prevention, public safety and arson investigation.
- Knowledge of Building Construction as it relates to public safety.
- Thorough knowledge of fire hydraulics, fire apparatus, equipment, tools, devices and their proper use and maintenance.
- Knowledge of principles and practices of emergency medical procedures such as advanced first aid, CPR and other medical assistance techniques.
- Thorough knowledge of city geography and hydrant locations, water supply, and major hazards.
- Knowledge of decontamination procedures.
- Thorough knowledge of fire department policies, rules and regulations, collective bargaining agreement, methods and procedures.
- Skill in basic fire fighting techniques.
- Skill in operating fire suppression pumper and aerial apparatus.
- Skill in operating and maintaining fire department equipment and tools, including minor repairs.
- Skill in operating and maintaining voice radio equipment.
- Skill in selecting and applying appropriate emergency medical treatment and using specialized equipment and apparatus.
- Skill in analyzing fire and emergency situations and providing an effective course of action.
- Skill in directing multiple companies at a fire or emergency scene.
- Skill in effectively dealing with people under stress.
- Ability to accurately and correctly prepare reports, memos, evaluations and other written documentation.
- Ability to lead workers effectively, maintain discipline, accept lines of authority, promote harmony and cooperate with other officers and workers.
- The ability to interpret information in written, oral, diagrammatic, or schedule form.
- 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 involves potentially extreme work setting. There is frequent need to stand, walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. Must possess the physical strength, agility, and balance sufficient to perform assigned duties including physical task requiring sustained effort, and is frequently required to lift and/or move moderate to heavy objects up to 150 pounds. There is also the risk of exposure to blood borne pathogens, chemicals, moving mechanical parts and other hazards. The City of West Palm Beach promotes a drug/alcohol free work environment.

MINIMUM QUALIFICATIONS: Ten (10) years of service in the Operations Division and a minimum one (1) year service as an Operations Lieutenant in the Operations Division. Florida certified Paramedic with unlimited authorization and Florida Fire Instructor I Certification, required.

Florida Fire Officer I Certification or Associate's (or higher) degree from an accredited institution with the following specified classes: Company Officer Leadership I FFP-2720, Strategy and Tactics I FFP-1810, Private Fire Protection I FFP-1540, and Building Construction for the Fire Service FFP-2120.

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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.