



City of Casa Grande

Fire Captain

GENERAL PURPOSE: Under general supervision, directs the activities of an engine company in fire fighting, emergency medical services, and maintenance of fire station and equipment.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as operational supervisor of an engine company; responds to emergencies and performs fire suppression, rescue, and emergency medical duties as required.
- Assumes emergency incident scene command according to Fire Department guidelines; determines the proper course of action and coordinates actions under stressful conditions; mitigates hazards, emergency situations and hazardous materials incidents.
- Directs the daily activities of the staff; prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance.
- Meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities; monitors operations to identify and resolve service delivery issues.
- Assures that firefighters are ready and prepared for duty, are adequately trained and equipped, and are held accountable for duties and responsibilities assigned.
- Maintains discipline, and assures compliance to Department policies and general orders; evaluates and resolves training and operational issues; assures effective communications.
- Directs preventive maintenance and repairs of facilities, vehicles and equipment.
- Operates and inspects emergency, fire, rescue, medical and life saving tools and equipment.
- Inspects and maintains personal protective equipment and assures that all equipment is in a state of readiness and available for immediate use.
- Assists with inspection of buildings for fire hazards and compliance with fire prevention ordinances; assists with Department programs to promote safety, risk reduction and fire prevention.
- Supervises skills and physical training, and readiness drills, according to Department guidelines.
- Updates and maintains files, records, charts and other documents; gathers, compiles and synthesizes data; maintains required records and prepares reports as required.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Fire Engineer and Firefighters.

JOB DESCRIPTION
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MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and five (5) years firefighter experience with the City of Casa Grande including two (2) years experience as a Fire Engineer.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Fire Department general orders, guidelines, policies and procedures.
- Knowledge of firefighting and emergency services techniques and procedures, and related safety issues.
- Knowledge of City's geography; the location of all streets, sites and building locations; and the hazards of these facilities, to assure that firefighting activities are accomplished in a fast, effective and safe manner.
- Knowledge of tactics for deployment of personnel and equipment in fire and emergency situations.

- Skill in assuming incident command responsibilities and making appropriate decisions.
- Skill in effectively supervising and leading staff, and delegating tasks and authority.
- Skill in directing maintenance and repair of firefighting vehicles, facilities and equipment.
- Skill and dexterity in providing firefighting, rescue, and emergency medical services under emergency conditions.
- Skill in recognizing the design, construction, utilization and contents of buildings in order to apply appropriate standard firefighting techniques.
- Skill in assessing emergency medical patient needs, and providing emergency medical care.

Special Requirements: Certified as a State of Arizona Firefighter 1&2, HazMat Technician, and Emergency Medical Technician or Paramedic; must maintain a level of physical fitness to meet Fire Department standards; valid Arizona Drivers License. Additional training and coursework may be required depending upon the needs of the City.

Physical Demands / Work Environment: Work is performed outdoors and indoors at emergency incident sites, and in fire station facilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.