City of Bellingham
Classification Specification

CLASS TITLE	**Fire Captain**
DEPARTMENT	**Fire**
UNION:	**106**
SG:	**32**
CS:	**Y**
FLSA:	**Y**
EE04CODE:	**PR**

NATURE OF WORK:

Fire Captain is the first level of leadership, management and supervision in the Department. As first-level supervisor, responsibilities include commanding and overseeing the safety, work and performance of firefighters and other Department personnel in emergent and non-emergent situations. Also, working with other management personnel, the Fire Captain is involved with the quality, efficiency, morale and discipline of subordinates. While subject to the requirements of standard operating procedures and verbal instructions of a supervisor, the Fire Captain exercises independent judgment and action in the performance of duties.

DISTINGUISHING CHARACTERISTICS:

Fire Captain classification is distinguished from entry level Firefighter/Paramedic by its supervisory duties and by the responsibility for training and directing activities of other Department personnel, the more extensive knowledge and experience of Department practices and procedures, and demonstrated skills necessary to organize, plan and implement projects and programs. In emergent situations, duties may include determining strategies and tactics, appropriate equipment and life safety actions until relieved by a superior officer. In non-emergent situations, Fire Captain supervises activities of an assigned work group, trains, evaluates performance, maintains discipline, and implements and/or designs programs.

SUPERVISORY RELATIONSHIPS:

Reports to a Battalion Chief or Division Chief. Supervises firefighters and other personnel. As assigned, supervises training activities and/or programs on a Department-wide basis. Exercises independent judgment under guidance of Department and City policies and procedures, and City, State and federal applicable laws and regulations.

ESSENTIAL FUNCTIONS:

1. Provides leadership, management and supervision of an assigned program or work group. Maintains discipline and supervises activities within program or work group. Ensures that applicable federal, State, City and Departmental regulations, policies and procedures are observed and orders are properly and timely executed.

2. When assigned to supervise an emergency crew, assures that the crew, fire station, apparatus and equipment are fully operational and ready for safe and effective emergency response.

3. Takes full command and directs activities of department personnel at emergency scene until relieved of responsibility by a superior officer. Makes decisions as to emergency support needs, resource deployment, life safety, emergency strategy and tactics, protection and salvage of property.

4. Trains, directs and evaluates subordinates in the performance of their duties. Ensures that all associated documentation is completed and filed into appropriate records and personnel files.

5. Schedules, coordinates, participates in and/or conducts the development and delivery of training or public education programs to advance the department's short and long range goals. Tests and evaluates participants as necessary.

6. Maintains familiarity with, adheres to, and promotes the department's safety and health programs. Indoctrinates and trains new and veteran employees in approved safety and health programs/procedures.

7. Inspects facilities, apparatus and equipment on a regular basis. Takes prompt corrective action when unsafe conditions or unsafe acts are observed.

8. Identifies work-site safety hazards, investigates accidents, evaluates reported safety concerns and takes appropriate measures to correct problems.

9. Conducts, supervises and participates in code, standards, regulation and policy enforcement of buildings and premises for life, fire and safety hazard abatement. Prepares pre-incident plans, conducts occupancy surveys and completes associated record keeping and follow-up requirements.

ADDITIONAL WORK PERFORMED:

1. May be required to temporarily act in a higher classification.

2. As assigned, evaluates Department operations and practices.

3. May be assigned to an administrative division or project.

4. Performs other work as assigned by the Chief of the Department.

KNOWLEDGE AND SKILLS:

- Working knowledge of federal, State, City and Department rules, laws, codes, ordinances, methods and plans relating to disaster and emergency management, fire suppression, EMS, hazardous materials, special rescue, life safety, fire prevention and other related areas of responsibility.

- Working knowledge of incident command and modern emergency principles, practices and procedures.
- Working knowledge of fire behavior and hazards, building construction, hazardous materials, emergency medical care, and rescue operations.
- Working knowledge of the operation and maintenance of the various types of apparatus and equipment used by the Fire Department.
- Working knowledge of the geography of the city, including location of streets and hydrants, together with the city's major risk/hazardous areas.
- Good management skills including: leadership/ supervisory skills, problem analysis, decision making, planning, organizing, interpersonal sensitivity, adaptability/ flexibility and time management.
- Ability to recognize hazards, problem-solve and make decisions under stress.
- Ability to coordinate, supervise and evaluate the work of subordinates.
- Ability to plan, coordinate, direct, and deliver relevant programs to meet Department needs.
- Ability to interact with public and co-workers using courtesy, tact and good judgment.
- Strong verbal and written skills. Ability to make presentations to the public and co-workers.
- Ability to use computer for report preparation and record-keeping.
- Ability to meet Department standards for Firefighter.
- Ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability necessary to perform Essential Functions of the job including:
    - Carry hose bundle of approximately 50 pounds and don personal protection and firefighting equipment weighing approximately 70 pounds to the scene of an emergency (sometimes to upper floors of businesses, apartments and hotels).
    - Lay and operate hose lines (160 pounds per 50 feet of hose with 100 pounds of nozzle pressure).
    - Stabilize and lift patients with backboard and cot.
    - Carry, place and extend ladders in training and in emergencies.
    - Operate power equipment such as a chain saw, portable generator, hydraulic jaws, smoke ejector, etc.
    - Set up and operate master streams and aerial ladder pipes.
    - While wearing protective clothing, perform heavy labor such as chopping; shoveling; moving furniture, equipment and merchandise.

WORKING ENVIRONMENT:

The work environment may involve shift work and off-duty recall for major emergencies, including weekends and holidays, in a paramilitary organization. Work is performed in a variety of settings including offices, a fire station, emergency scenes, and emergency response vehicles. The environment ranges from a normal/ routine to the emergency setting with unusual modes of communication, extreme noise, discomfort and hazard. The emergency environment may require the management/ performance of hazardous tasks under conditions that require strenuous exertion with limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperature, cramped surroundings, exposed heights, or activities in and around water. It may also involve working with citizens experiencing a wide range of emotions (rage, grief, confusion, etc.) as a result of an emergency. May be exposed to infectious diseases which require the use of protective equipment, and exposure to the elements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Five (5) years of experience as a Firefighter with the City of Bellingham Fire Department OR
- Minimum of three (3) years experience as a Firefighter with the City of Bellingham Fire Department AND
- Two (2) years of experience as a Firefighter as outlined in the Experienced Firefighter Experience and Training Requirements.
- Successful completion of Bellingham Fire Department Officer Academy or Washington State Fire Officer II certification.

DESIRED QUALIFICATIONS:

- Forty-five (45) credit hours of college coursework in education, public policy or administration, management, fire protection, fire technology or related field.

NECESSARY SPECIAL REQUIREMENTS:

- EMT or Paramedic certification.
- Valid Washington State driver's license and Emergency Vehicle Accident Prevention (EVAP) certification.

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12/80

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COMMISSION ADOPTION: July 13, 2022