

August 2020

Class Title: Fire Captain

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responsible for providing middle management leadership as assigned by the respective supervisor. Fire Captains are assigned as fire station commanders in an operational assignment or as deputy division/bureau supervisors in an administrative assignment. The operational Fire Captain responds to fire, medical, hazardous material, and technical rescue emergencies and other hazardous events, which may upon review be declared acts of terrorism, to provide working supervision for the incident commander to accomplish incident command and control and manage the appropriate actions to control the emergency and care of the sick and injured. Additionally, he/she directs and leads subordinates in associated duties including training, pre-incident planning, fire safety inspection, public education, and equipment and facility maintenance. Fire Captains train and precept individuals who are advancing their knowledge and skills, or may be in pursuit of certifications. The Fire Captain assigned in an administrative assignment (Training captain; corporate communications captain etc.) will typically perform in a middle management role. Depending on their level of medical training the Fire Captain assigned in an administration role is very likely to be called upon to perform the essential functions as outlined in the Firefighter EMT-Advanced, Firefighter EMT-I, or Firefighter EMT-P classification specifications during times of significant emergency or tragic event. Based on job assignment may be required to serve as a fill-in for on-call duties in order to provide assistance to on-duty staff in the event of major emergencies or significant events. When on-call the Fire Captain must be able to arrive at a designated location in the City of Norfolk, within 45 minutes of the response notification. All Fire Captains are subject to emergency recall during times of operational need. Examples of operational need include, but are not limited to, staffing shortages, weather events, multi-alarm fires, hazardous material incidents, and acts of terrorism. These events may require the Fire Captain to work multiple consecutive shifts.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	VH	Responds to medical emergencies, participates in and directs the delivery of basic and advanced life support procedures in accordance with Tidewater Emergency Medical Services (TEMS) Council protocols. Supervises the transportation of sick or injured patients to medical facilities.
2	VH	Responds to fire scenes, participates and directs the application of water and/or chemical agents to control and extinguish fires and the performance of search and rescue, forcible entry, ventilation, salvage, and overhaul. Responsible for insuring that a cause and origin are determined at all fire incidents.
3	VH	Responds to hazardous materials emergencies (accidental or intentional), to participate in and or direct effective hazard control strategies.
4	VH	Responds to technical rescue emergencies (accidental or intentional), to participate in and or direct and manage effective hazard control strategies. Ensures search and rescue and directs operations to affect structural and trench collapse, high angle, confined space, and water rescues.

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Physical Strength Code		ESSENTIAL FUNCTIONS
5	H	Responds to hazardous conditions and general service calls to participate in and or direct direct and manage effective hazard control strategies. Provides salvage and recovery support to owners and/or occupants of damaged properties.
6	H	In reference to essential functions 1 through 5: Wears personal protective clothing and equipment including self contained breathing apparatus to perform emergnecy operational tasks.
7	L	Administers daily operations by scheduling personnel, assigning duties and tasks, overseeing station and equipment maintenance, directing station operations, maintaining records, ordering supplies, preparing correspondence, and preparing forms.
8	H	Develops personnel by creating, implementing and maintaining training program while providing direct instruction, evaluating, counseling, and disciplining employees, and maintaining and updating personnel records.
9	M	Performs related duties by preparing correspondences, attending meetings and committees, attending training seminars, and reviewing and evaluating new technology and information relating to fire and emergency work.
10	M	Maintains proficiency and provides supervisory guidance to subordinates in using various software applications and technological advancements in both emergency and non-emergency situations.
11	L	Monitors compliance with the FLSA and other payroll related regulations, and provides information to superiors when issues are discovered.
12	M	Completes fire, patient care, pre-incident, and post-incident, inspection, and activity reports as needed.

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CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained through formal higher education opportunities and or advanced study or training in fire and EMS work beyond the high school equivalency. Junior college, vocational, business, and technical or correspondence schools are likely sources.</p> <p>45 credit hours of course work in Fire Science, Emergency Medical Services, or other related field (i.e. emergency management; business administration; human resources etc.) as approved by the Fire Chief and the Director of the Department of Human Resources, will be required.</p>
Experience	Two (2) years of experience as a Fire Lieutenant with Norfolk Fire-Rescue.
Certifications and Other Requirements	<p>Valid Driver’s License; Certificate of Completion Norfolk Fire-Rescue Professional Development Academy; Virginia Department of Fire Programs Certifications in Fire Officer I. Current certification as a Virginia Department of Health, Office of Emergency Medical Services, Emergency Medical Technician (EMT) Advanced Emergency Medical Technician (EMT)-Intermediate, or Emergency Medical Technician (EMT)-Paramedic with all associated requirements for each respective level or certification and current sanctioning by the City of Norfolk Operational Medical Director. Fire Captains are expected to maintain their respective Virginia Department of Health, Office of Emergency Medical Services, Emergency Medical Technician certification that they were promoted with. Successful completion of medical physical examinations and maintenance of health that establish medical fitness for duty as determined by a City of Norfolk contract occupational physician in accordance with the current edition of National Fire Protection Association (NFPA) 1582 “Standard on Comprehensive Occupational Medical Program for Fire Departments.” When on call the Fire Captain must be able to arrive at a designated location in the City of Norfolk, within 45 minutes of the response notification.</p>
Reading	Work requires the ability to read training materials, standard operating procedures, policies and procedures, memos, map books and instructions.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division to include water flow and medicine administration calculations.
Writing	Work requires the ability to write various reports, letter, memos and correspondences.
Managerial	Managerial responsibilities include overseeing station activities, maintaining facilities and equipment and maintaining personnel records.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.

CSC Adopted: October 2001, CSC Revised: March 2016;

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CLASS REQUIREMENTS	
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Daily contact with the public. Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Fire scenes, on ladders, inspections, training
Sitting	F	Computer, desk work, driving, training
Walking	F	Fire scenes, inside station, inspections
Lifting	F	Medical equipment, stretchers, tools, hoses, fans, ladders, patients
Carrying	F	Medical equipment, stretchers, tools, hoses, fans, ladders, patients
Pushing/Pulling	F	Hoses, ladders, doors, walls and ceilings
Reaching	F	Into compartments for equipment, inspections, rescue operations
Handling	F	Paperwork, hoses, tools, stretchers, medical equipment
Fine Dexterity	F	Computer keyboard, repairing equipment, starting IV's, administering medical treatment
Kneeling	F	Fire scenes, administering medical treatment, collecting evidence
Crouching	F	Fire scenes, administering medical treatment, collecting evidence
Crawling	F	Fire scenes, administering medical treatment, collecting evidence
Bending	F	Fire scenes, administering medical treatment, collecting evidence
Twisting	F	Fire scenes, administering medical treatment, collecting evidence
Climbing	F	Ladders, stairs, rooftops
Balancing	F	Ladders, stairs, rooftops
Vision	C	Fire scenes, computer, desk work, driving
Hearing	C	Firefighters, police, dispatch, citizens
Talking	F	Firefighters, police, dispatch, citizens
Foot Controls	F	Driving, siren, horn
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Ground ladders, portapower units, bolt cutters, water cut off tools, sledge hammers, lug wrenches, hand truck with junction box, battering ram, stokes baskets, navigation compass, water rescue boat, life throw rings, stethoscopes, glucometer, backboards, neck collars, automatic defibrillators, aerial ladders, knives, chain saws, hand saws, pinch bars, fire extinguishers, portable lights, depth finder, life vests, jet skis, sphygmomanometer, pulse oximetry, CIDs, electrocardiogram, I.V. fluids and drugs, fire hoses, nozzles, axes, ceiling hooks, pry bars, power saws, ladders, heavy fans, shovels, ropes, hydraulic extrication equipment, fire engine, ladder trucks, radios, generators, and communications equipment including radios, computer hardware and software, and cellular telephones.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	--
Chemical Hazards	W	Extreme Temperatures	D	Warehouse	--
Electrical Hazards	W	Noise and Vibration	D	Shop	--
Fire Hazards	D	Fumes and Odors	D	Vehicle	--
Explosives	W	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	D	Darkness or Poor Lighting	D	Other (see 2 below)	X
Physical Danger or Abuse	D				
Other (see 1 below)	N				

- (1)
- (2) Fire scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, self-contained breathing apparatus, gloves, SCBA, helmet, safety glasses, safety shoes, hazmat suit.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)