

Fire Captain Job Description

1311.1 GENERAL PURPOSE

The Fire Captain position is an Officer level position responsible for either an assigned Shift and Station; including the building, facility, equipment, program and personnel at that Station and works a 56-hour work week, or is responsible for Logistics and works a 40-hour work week. This position is non-exempt and work is performed under the supervision of the shift Battalion Chief or the Assistant Fire Chief of Risk Reduction and Readiness.

1311.2 ESSENTIAL JOB FUNCTIONS

- Responds to emergencies such as but not limited to fires, emergency medical incidents, extrications, technical rescue, hazardous material spills, mutual aid and public assistance calls. This includes the coordination of initial on-scene actions, and taking/passing command as appropriate in accordance with policies to control and mitigate emergencies.
- Works on two consecutive 24-hour shifts and is prepared to respond at any time.
- Monitors alarm assignments from Dispatch to all stations/companies to confirm the appropriate allocation of resources consistent with policies; assists Dispatch with immediate interpretations of alarm policies to make necessary determinations for response; makes the necessary adjustments to provide for adequate resource availability.
- Responsible for the general efficiency, conduct, effective performance and safety of all personnel assigned to the company/station, as well as a professional and safe work environment; ensures all personnel conduct themselves in a manner consistent with policies and recognized standards.
- Coordinates initial actions of resources on scene, taking command of the incident or passing command to superior officers as appropriate.
- Responds to recall for duty within Loveland Fire Rescue Authority (Authority) operating policies.
- Plans, schedules, organizes, assigns and reviews the work of sworn staff.
- Oversees the care and operation of all assigned fire apparatus, fire stations, and fire equipment and facilities under their command.
- Performs the full range of firefighter and engineer duties.
- Operates, drives, positions and spots vehicles and apparatus in a safe, proficient and professional manner in emergency and non-emergency situations.
- Manages the station and assigned program budget.
- Manages company planning activities that assure the completion of company training, fire equipment inspection and maintenance, and public education programs.

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- Implements training and drill scenarios that assure the response capability and readiness of personnel and volunteers assigned to the station.
- Supervises and coordinates dual company level planning activities that ensure the completion of company training, inspection, maintenance, and public education programs.
- Coordinates Fire Operations Division programs within the first-in district such as area familiarization, public relations, map/hydrant updates, community relations with businesses operating in the first-in district, target inspections and pre-fire planning.
- Coordinates and implements project/program management efforts.
- Coordinates activities with Training, other Company Officers, and supervisory personnel.
- Maintains effective community relations with the business members of the community, reinforces the organizational values of the Authority relative to our customers, and extends our services to the public at every opportunity.
- Confirms that all personnel protective equipment is in proper condition, maintained consistent with Authority standards, and properly worn when firefighters are involved in emergency operations.
- Coordinates training activities with the Training Battalion, battalion chief, and the Company Officers on shift to ensure shift operations are effective and efficient; implements and participates in training and drill scenarios that ensure the response capability/readiness of all assigned personnel.
- Coordinates and performs area familiarization efforts, public relations, map/hydrant updates, fire inspections, and pre-fire planning activities.
- Writes and records information such as daily logs, training records, NFIRS, personnel reviews, etc.
- Maintains the Authority's Center for Public Safety Accreditation compliance status.
- Coordinates with Fleet, Vendors, and battalion chief, the scheduling, repair, and maintenance of all fire apparatus and equipment. Confirms and coordinates the temporary assignment of all reserve apparatus and the proper condition/readiness of apparatus and equipment assigned to each station.
- Coordinates and confirms the annual/monthly/weekly testing of SCBA, hose, pumps, ladders, small engines, etc. and reports any apparatus and equipment deficiencies or problems to the battalion chief.
- Coordinates and confirms the proper maintenance of facilities, special systems, and emergency generators and ensures that proper documentation is maintained.
- Participates in professional development opportunities and Authority training exercises.
- Maintains health and fitness standards meeting all Authority physical capability testing requirements on an annual basis, and prior to resuming full firefighting duties from extended injury or illness.

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- During times of severe weather and/or Emergency Operations Center (EOC) activation, initiates the appropriate actions to reinforce on-duty resources through emergency recall of personnel. Confirms the activation and delegation of necessary positions, the EOC, and any emergency public notification system(s).
- When a local declaration of emergency or disaster is declared and/or the Emergency Operations Center (EOC) is activated, all Authority employees may be required to work as a Disaster Service Worker.

When assigned to Logistics:

- Oversees and leads the Quartermaster, Warehouse, Communications and Self-Contained Breathing Apparatus (SCBA) Programs.
- Develops, monitors and administers the annual budgets for the Quartermaster, Warehouse, Communications and SCBA programs; applies cost savings techniques as applicable.
- Leads research into new equipment and technology for fire/rescue operations and personal protective equipment (PPE).
- Designs, evaluates, and builds specifications and a replacement schedule for standard compliant PPE and equipment.
- Establishes and maintains vendor relationships and serves as the Authority's liaison to the vendors.
- Establishes and maintains relationships with partner agencies to develop and sustain a multi-agency logistics center.

1311.3 OTHER JOB FUNCTIONS

- Serves as project/program team member or coordinator as assigned.
- In the absence of the Battalion Chief, is responsible for the following:
 - Confirms the proper staffing levels of all stations and verifies the response readiness of firefighting and rescue resources for the City of Loveland, the Loveland Rural Fire Protection District, and mutual/auto aid emergencies.
 - Daily assignments of all shift personnel consistent with the direction of the Battalion Chief and/or the Assistant Fire Chief of Operations. This includes confirming the appropriate staffing of all companies and stations; coordination of fill shifts when appropriate; and the assignment of relief members.
 - May be assigned to the Command Vehicle and performs all command functions consistent with the position of Battalion Chief

1311.4 SUPERVISORY DUTIES

Responsible for the supervision of all assigned personnel

1311.5 JOB QUALIFICATIONS

Knowledge, skills and abilities:

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- Solid knowledge of fire behavior, chemistry of fire and fire dynamics.
- Solid knowledge of Emergency Medical Services.
- Building design knowledge, including construction loading and reaction to fire and collapse potential.
- Fire protection and detection system design, operation and maintenance requirements.
- Ability to operate fire suppression and emergency equipment.
- Ability to learn and apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to perform strenuous or peak physical activities during emergency operations, training or station maintenance activities for prolonged periods of time under extreme conditions such as heights, intense heat, cold, or smoke.
- Current emergency medical care principles and techniques.
- Incident command, strategic and tactical considerations essential to the safe and effective deployment of fire companies at the scene of aircraft, structure, wildland, hazardous material, transportation, extrication/rescue, and disaster incidents or operations.
- Solid knowledge of apparatus design, operation, emergency scene deployment, maintenance standards, and principles of hydraulics.
- Capacity to operate with self-contained breathing apparatus in confined spaces, independent of other members, without claustrophobic tendencies.
- Advanced leadership, supervisory, management and motivational skills essential to effective and efficient development and utilization of human resources.
- Short- and long-range planning principles.
- Emergency Operations and General Operations procedures as well as the operational procedures contained within the City of Loveland Emergency Management Plan, and other applicable City and Authority policies.
- Communication techniques and equipment; operational familiarity with the Fire Resource Officer position; and the computer assisted dispatch (CAD) system as well as the management information system.
- Instructional techniques associated with the development of course outlines, job analysis, lesson plans, student/fire company assignment sheets, evaluation techniques/instruments, and the ability to teach associated skills to firefighting personnel and the general public.
- Intermediate skill level using Microsoft Office Suite.
- Intermediate computer skills including word processing, data management systems and specific and customized software applications (i.e. records management and data analysis systems).

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- Effective time management skills.
- Works independently without direct supervision.
- Excellent communication skills, including the ability to write reports related to incident response.
- Ability to effectively communicate and follow verbal and written instructions in the English language.
- Establishes and maintains effective working relationships with internal and external stakeholders.
- Principles and practices of budget preparation and administration.
- Ability to drive and operate fire apparatus in a safe, controlled manner in emergency and non-emergency environments, to include off-road driving; knowledge of applicable laws, codes, and regulations related to driving and operating these apparatus.
- Knowledge of progressive fire and rescue practices and standards being utilized in the fire and rescue services within the Authority and at the state and national level.
- Ability to arrive on time for each scheduled shift.
- Ability to act effectively in emergency and stressful situations.
- Ability to safely operate in personal protective equipment and clothing in extremely hazardous environments.

Core Expectations:

Response, Readiness Relationships, Resources, Positional Leadership

Education:

- Associates in Fire Protection discipline or related field preferred

Experience:

- Two (2) years of current and consecutive services as a full time paid Authority Lieutenant or higher

License/Certification Requirements:

Required

- Colorado, DFPC, IFSAC Hazardous Materials Operations level certification
- Colorado, DFPC, IFSAC State Fire Instructor I
- Colorado, DFPC, IFSAC State Fire Officer II
- Hazardous Zone Management Blue Card certification
- State of Colorado EMT-B
- Current Healthcare Provider CPR certification
- NWCG Firefighter 1 (S-131)

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- S-290 and S-215
- L-180
- NIMS ICS 100/200/300/700/703/800
- G-191 (EOC/ICS Interface) within 12 months of hire/promotional date
- Ice Rescue Technician certification
- Completion of an Emergency Vehicle Operations course (VFIS or equivalent)
- Valid Driver's license with a safe driving record
- Fire Officer (FO) Designation required within 36 months of hire or promotional date
- Successful completion of the LFRA Acting Battalion Chief Task Book and assessment
 - *Task Book issued approximately 6 months after hire/promotional date and must be completed within 12 months of issue date*
- Completion of NWCG Engine Boss (ENGB: S230/S231) task book within 36 months of promotion/hire date (*required by December 31, 2027 for incumbents*)

Preferred

- ICT-5
- L-280
- S-200 (ICT-4)
- IS-2200 (Basic EOC Functions)

Logistics Assignment

- 12 months of current and continuous service as an Authority Captain
- Preferred: Incident Safety Officer, Drone Pilot

1311.6 PHYSICAL REQUIREMENTS*

Must be able to:

- Wear and operate SCBA, mask, and other protective equipment in hazardous and confined spaces independent of other members
- Wear a variety of uniforms, vests, and equipment weighing up to 45 lbs.
- Drive and get into and out of apparatus and vehicles repeatedly
- Push manually with an average force of 73.3 lbs.
- Pull manually with an average force of 96 lbs.
- Climb through small openings and crawl or maneuver in confined spaces
- Work in hazardous work areas and medical/trauma situations which may involve exposure to bodily fluids and hazardous materials

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- Rapidly go from stationary to exertion
- Work holidays, weekends, and overtime as needed

Strength – Very Heavy

Movement

- Occasionally – standing, climbing, balancing, crawling, fine finger manipulation, squatting, kneeling, stooping, trunk bending, backward bending.
- Frequently – sitting; walking; uneven terrain; climbing; forward, horizontal, and overhead reaching; forceful gripping; trunk twisting; cervical flexion, extension, rotation, and lateral flexion.
- Constantly – overhead reaching

Auditory – Not Limited

- Talking and hearing.

Vision – Required

- Near acuity, far acuity, depth perception, adjustment, color vision, field of vision.

Environmental Conditions and Physical Surroundings – Exposure

- Occasional – exposure to weather, extreme cold, wet and/or humid, vibration, hazards, confined/restricted working environment, platform for movement.
- Frequent – extreme heat/fire, noise, atmospheric conditions.

Equipment Utilized

- Office equipment, basic hand tools, firefighting equipment and vehicles, heavy equipment.

Hazards

- Rare – proximity to moving, mechanical parts; exposure to electrical shock; working with explosives.
- Occasional – Working in high, exposed places; exposure to radiant energy; exposure to caustic chemicals; exposure to bloodborne pathogens; exposure to infectious diseases.
- Frequent – exposure to dust, fumes, gases or airborne particles; working in road ways or construction zones.

Computer Use – Frequent

Driving – Occasional

** Definitions of LFRA physical requirements*

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This job description has been written to provide an accurate reflection of the current job and to include the general nature of work performed. It is not designed to contain a comprehensive detailed inventory of all duties, responsibilities, and qualifications required of the employees assigned to the job. Management reserves the right to revise the job or require other or different tasks be performed when circumstances change.