



CLASS SPECIFICATION FOR:

Fire Captain

General Statement of Duties:

Serves under the direction of the Fire Chief, Deputy Fire Chief, Assistant Fire Chief, Director of Administration or a Fire Battalion Chief; oversees, schedules, plans, coordinates, organizes, integrates, and directs the day-to-day activities and operations of an assigned station or section within the Division of Fire including: fire suppression, emergency medical services, special operations, fire prevention, community risk reduction, resource management, quality management, training, administration support and management; manages and supervises assigned Fire Lieutenants and Firefighters and other non-sworn staff assigned under their command; develops a variety of operational and personnel related plans addressing identified and strategic operational needs of the assigned station or section; performs other related duties as required.

Distinguishing Features of Class:

An incumbent in this class has primary responsibility for all activities of an assigned station or section. Time is spent equally on primary duties and responsibilities of oversight, management, administration and supervision of assigned operations, personnel and resources. An incumbent has considerable responsibility for exercising sound judgment in all emergency response situations and command responsibility for all fire suppression, special operations, and emergency medical service, fire prevention and community risk reduction activities and operations at an assigned station or responsibility for a section. Additionally, the Fire Captain must demonstrate the physical capability and excellent judgment necessary at all times to proficiently perform general firefighting and EMS duties under extreme hazardous and emergency conditions. In contrast to the Fire Lieutenant, a position in the next lower class in the series, Fire Lieutenant, has command responsibility for a shift, section or unit. While a position in the next higher class, Fire Battalion Chief has command responsibility for all fire suppression, special operations, and emergency medical service, fire prevention and community risk reduction activities and operations on an assigned battalion or administrative and management responsibility for a section.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Provides day-to-day oversight, management and supervision of the assigned station, section or unit to ensure the safe, full and efficient operational readiness of all functional units, apparatus, equipment, resources and assigned subordinate personnel to respond to emergency calls;
- Performs all supervisory responsibilities necessary to effectively lead, supervise, train, and evaluate subordinate sworn supervisory staff, non-supervisory sworn personnel, non-sworn supervisory and non-supervisory direct reports;
- Plans, organizes, directs work assignments of assigned subordinate personnel, includes preparing performance requirements and professional development goals, monitoring performance, preparing and delivering performance evaluations;
- Regularly monitors personnel performance, identifies skill deficiencies, provides coaching for performance improvement and professional development, implements remedial training and other corrective actions as needed;
- Maintains efficiency, discipline and an appropriate distribution of the fire force within an assigned station, section or unit;
- Recognizes job performance issues in assigned subordinate personnel and takes action to correct the performance;
- Oversees the training and instruction of assigned station, section or unit members and coordinates and conducts joint-company drills;
- Evaluates the performance of Lieutenants under incumbent's supervision and reviews all performance evaluations completed by Lieutenants under their command;
- Upon arrival at the scene of a fire, assumes general command from subordinate officer, evaluates the situation and fire scene, determines plan of action at the fire scene including determining the need for additional or specialized response support, and exercises control over the companies and equipment at the fire scene;
- Understands and is consistently accurate in interpretation and application of Division and County policies and procedures;
- Ensures the successful implementation of Division rules, regulations, policies and procedures within the assigned command;
- Oversees and manages special operations team and or logistical shop if located at the assigned station;
- Performs various community service activities, including conducting fire safety and prevention classes, make presentations to organizations and groups, and conducting demonstrations;
- Keeps abreast of changes in techniques, procedures, equipment, and regulations in fire suppression, emergency medical services and all facets of the business of Division of Fire;
- Creates and accurately maintains records, reports and other documentation relevant to assigned duties, station, section and unit;
- Supervises budget preparation for assigned station, section or unit, includes analyzing and verifying data for budget projections;
- Maintains an up-to-date understanding of the Division of Fire's role within the context of the larger role in Henrico County Government and the community and follows orders and chain-of command to effectively implement the Division of Fire's mission;
- Develops and maintains an up-to-date knowledge and understanding of emergency response operations and the resources, personnel, technologies and equipment utilized in support of department operations; as well as emerging new trends in managing operations, technologies and equipment;



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- Participates in physical fitness activities, maintains and demonstrates the necessary physical capability and proficiency in basic firefighting and EMS duties;
- May serve as Fire Battalion Chief and perform their assigned duties during their absence;
- May be assigned special projects, serve on special committees or handle other special assignments as assigned;
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

Thorough knowledge and understanding of current and emerging trends in fire administration, fire suppression, rescue, prevention, and emergency medical services principles, practices, apparatus and equipment; sound working knowledge of available resources, personnel, department technology and department-specific equipment utilized in department operations; sound working knowledge of national, state, and local fire prevention and building codes; thorough knowledge of safety rules/regulations and accident-prevention practices; basic financial skills with a sound knowledge of the operating, financial, budgetary and purchasing systems of the Division of Fire and County Government; sound knowledge of County and departmental rules, regulations, policies, procedures, and directives; demonstrated ability to assume incident command and manage an emergency incident or function as an officer in the incident management system; demonstrated professional integrity including the ability to maintain the integrity of confidential and/or sensitive information and processes encountered during the course assigned duties, emergency and incident responses; sound political savvy and astuteness; sound critical thinking and problem solving skills with the ability to appropriately resolve a variety of questions and issues within established policies, guidelines, requirements and procedures under adverse and emergency conditions; demonstrated ability to be consistently accurate in interpreting, explaining, and enforcing regulations; ability to read and consistently comprehend, interpret, apply, explain, communicate and enforce technical and regulatory information accurately; demonstrated sound understanding of the Division of Fire's role within the context of the larger role in Henrico County Government and the community; demonstrated ability to effectively implement the Division of Fire's mission; ability to multi-task; excellent organization skills with the demonstrated ability to plan, organize, delegate, direct, and supervise the work of an assigned area of operations effectively to successfully achieve goals; demonstrated ability to positively and effectively motivate and lead assigned staff, which may include sworn and non-sworn subordinates, and includes motivating and leading subordinates to follow and adhere chain-of-command orders; demonstrated personal accountability with a demonstrated ability to serve as a positive role model for subordinate personnel by leading by example, maintaining open effective two-way communication channels, and by providing a work environment which builds upon individuals' differences in personnel while focusing on team building; demonstrated excellent supervisory skills with the ability to foster and maintain high morale and engagement; sound skills in the practices of data collection and management with the demonstrated ability to accurately prepare and maintain various types of documents, records, reports and other relevant types of documentation; demonstrated sound technological skills with ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; visual and hearing acuity sufficient to enable safe conduct and operations under adverse and emergency circumstances; excellent written and verbal communication skills with the ability to interact professionally with diverse populations; excellent communication skills with the demonstrated ability to express ideas clearly and concisely, orally and in writing and to effectively utilize communication systems in all aspects of the position; excellent interpersonal skills with demonstrated ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with all levels of department staff, County staff and officials, the public, and other relevant stakeholders; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy. Must be able to positively and appropriately represent the County to internal and external stakeholders. This position may require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

- Education: Graduation from high school or equivalent supplemented by additional fire training and/or relevant college courses;
- Experience: Eight (8) years of service as sworn uniformed personnel, including a minimum of two (2) years of experience as Fire Lieutenant with Henrico County Division of Fire, or other relevant supervisory level experience in fire service;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of [additional NIMS ICS training courses](#) may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Candidates must also meet the requirements for Fire Captain, as set forth in the Division's Officer Qualifications Program.
- Valid driver's license and a safe driving record to perform assigned duties at various locations Countywide.
- An annual physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the position.