Fire Captain (2159)

FLSA Status: Non-Exempt
Pay Grade: 21F
Safety-Sensitive: Yes

Purpose

The purpose of this classification is to serve as supervisor of one shift of the Fire Suppression component, ensuring the assigned shift is equipped and maintains a state of readiness to respond to fire, emergency rescue, and similar emergency calls to protect the lives and properties of the citizens of Bulloch County.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and coordinates or provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; assists with employee performance evaluations; establishes and promotes employee morale and team dynamics; and supervises assigned personnel in the station and during emergency response.

Directs, supervises, and assists personnel on the fire scene and on the fire apparatus while enroute; monitors personnel safety during response to calls for service; provides directions to and from the scene; provides personnel with required resources during emergency response.

Responds to incidents requiring firefighting or emergency rescue response; performs duties of a firefighter alongside career, part-time, and volunteer staff; directs and guides personnel in the safe performance of their duties and in compliance with standard practices and departmental SOPs; conducts assigned tasks such as deploying hoses, nozzles, hand tools, fans, generator, power saws and rescue equipment. Makes forced entries into structures; searches structures; extinguishes fires; rescues trapped or injured persons; assists fire victims; ventilates structures; secures fire scenes.

Assists in the evacuation of persons and property in emergency situations, such as aircraft crashes, fires, floods, and other natural or manmade disasters; may perform rescue of persons involved in trench collapse, water emergencies, or automobile accidents. May assist with clearing roads during hazardous weather.

Ensures that all equipment, apparatus, and stations are operational and at a high state of readiness; ensures safe practices are utilized; assists in and oversees others during inspections of emergency response apparatus and equipment to ensure efficient operating condition and readiness; cleans, maintains and restocks equipment, as necessary, after completion of emergency response operations; performs minor repairs and assists in major repair of apparatus and equipment, as appropriate; tests equipment. Performs routine building maintenance at fire station. If a problem occurs, he/she follows departmental policy to ensure a replacement is procured or the faulty equipment is fixed.

Directs and oversees daily training; ensures training complies with department, state, and national standards; follows the training division recommendations; offers suggestions for training needs based on an ongoing after-action review; ensures all ISO training requirements are met.

Assists with public education and fire safety programs; provides tours of fire stations and emergency vehicles; distributes public education materials to school and community groups and the public.

Complete reports throughout the daily administration of the ladder company. Ensure completeness of fire reports to department SOPs. Complete a pass down log for oncoming shifts. Perform and document hose testing records, hydrant testing records, pre-fire surveys, and other documents.

Assists with maintaining training files and records: assists with maintaining training records for all Fire Department personnel; develops forms and reports to document training activities of the department and individual staff members; ensures training records are accurate, complete, and maintained in compliance with applicable standards and practices; ensures that all employees and volunteers receive mandated hours of annual training and as required to maintain local, state, and federal certifications; prepares, maintains, and submits reports regarding attendance at mandated training sessions; ensures that all concerned agencies receive verification of compliance with training standards; maintains statistical information regarding training requirements; and submits proposed fire training hours planned for the upcoming year.

Ensures adherence to established safety procedures: monitors training environment and use of safety equipment to help protect employees and other individuals; ensures maintenance and testing of equipment and tools; ensures corrective measures are taken to resolve safety hazards or maintenance problems; and maintains related documentation.

Represents the Fire Department as Incident Commander on emergency incidents when Incident Command is utilized: attends command staff level fire service management training to maintain skills in managing hazardous materials incidents, fire incidents, rescue incidents, and Fire Department safety and health programs.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to Fire Department training and operations: stays abreast of new trends and innovations in the field of fire science; attends and participates in professional group meetings and trainings.

Attends meetings and training as required.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by five years of experience as a firefighter; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia Class F driver's license. Must possess and maintain the following certifications: NPQ GA State Certified FF, NPQ FF 1, an approved extrication training program, NPQ Fire Instructor II, Emergency Medical Responder, NPQ Haz-Mat Awareness and Operations, NIMS - ICS 300 & 400, Structure Fire Control Instructor, Leadership I, II, and III, Strategy and Tactics for initial Company Operations, and Fire Officer 1 or higher.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments. Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time and weight.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the regular and sustained, but not constant, performance of physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (100 pounds or more). Requires the ability to perform these functions while wearing personal protective equipment and self-contained breathing apparatus (SCBA), verified yearly with the Candidate Physical Agility Test.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, water hazards, disease, pathogenic substances, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created April 2025