



VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION FIRE CAPTAIN

EFFECTIVE DATE: November 14, 2007

DEPARTMENT: Fire	WORK LOCATION: Fire Stations 21, 22, 23 or 24	FLSA STATUS: Non-Exempt
CLASS CODE: 5350	RANGE: 22F	PENSION: Fire
		UNION: IAFF
REPORTS TO: Battalion Chief	LEVEL OF SUPERVISION RECEIVED: General supervision	LICENSE/CERTIFICATES: Valid Class B non-CDL Driver's License. OSFM FOII certification

SUMMARY:

Responds to emergencies and performs fire suppression activities, rescue, damage control and property preservation. Supervises activities and training of an assigned fire company. Performs with limited supervision through Department Administrative Policy Manual and Standard Operating Guidelines. Promotes health and safety of the department and community through education.

Maintains a state of readiness of the specific facility and equipment he is assigned to.

Directs and assumes control of shift responsibilities in the absence of the Battalion Chief.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional and effective manner.

Is responsible for the management of a specific fire department division as assigned by the Fire Chief.

Performs related work as required.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Supervises and performs firefighting activities including laying hose, performing fire combat, containment, extinguishment, rescue and overhaul tasks, and utilizing related equipment.	Daily 25%
2.	Supervises and performs emergency aid activities including administering first aid and providing other assistance as required.	Daily 25%
3.	Instructs classes in assigned subject areas.	Monthly 10%

4.	Leads and participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.	Daily 5%
5.	Receives and relays fire calls and alarms. Operates radio and other communication equipment.	Daily 5%
6.	Performs administrative and supervisory work in the upkeep of fire facilities and groundwork, apparatus and equipment.	Daily 15%
7.	Assists in developing plans for special assignments such as emergency preparedness, training programs, firefighting, hazardous materials, and emergency aid activities.	Monthly 10%
8.	Presents programs to the community on safety, medical, and fire prevention topics.	Monthly 10%
9.	Responsible for the efficient performance of the personnel under his/her supervision, and for the training of all personnel under his/her command.	Daily 25%
10.	Coaches and counsels assigned personnel on attitude, demeanor, efficiency or performance-related matters.	Daily 10%
11.	Reviews all reports prepared and submitted by subordinates.	Daily 5%
12.	Assists in the development and implementation of training, physical fitness, community relations, and other department programs.	Monthly 10%
13.	Performs the duties normally assigned to the Shift Officer in the absence of the Shift Officer.	Monthly 5%
14.	Functions as a Fire ground Commander at all incidents responded to as the first-in company until relieved by a superior officer.	Daily 100%
15.	Remains cognizant of the conditions at an emergency incident and maintains the well-being of the personnel working under his/her command.	Daily 100%
16.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Assists in department supervisory and administrative activities as assigned.
2.	Supervises and performs minor repairs to departmental equipment, apparatus and facilities.
3.	Provides back-up to other related positions.
4.	Follows and enforces Village-wide and departmental safety rules and practices.
5.	Performs other duties as required or assigned.
6.	Manages a specific Fire Department Division as assigned by the Fire Chief.
7.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

- Responsible for the supervision for all the Firefighters in his command.
- Supervises firefighting activities.
- Supervises emergency aid activities.
- Supervises company inspection of buildings.
- Supervises general maintenance work and up keep of fire facilities and equipment.
- Supervises and counsels assigned personnel on performance related matters.
- Reviews all reports prepared and submitted by subordinates.
- Supervises and remains cognizant at an emergency incident and maintains the well-being of the personnel working under his/her command.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

NOTE: If not already certified, will obtain Fire Officer II certification within twenty-four (24) months of promotion date.

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...

- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software

- Specialized applications:

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

N/A

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Train and supervise subordinate personnel in the duties of their position.
- Plan, assign, instruct and review the work of subordinates.
- Apply standard firefighting, emergency medical aid, hazardous materials, and fire prevention techniques.
- Perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- React quickly, calmly and effectively in emergency and stressful situations
- Follow verbal and written instructions.
- Communicated effectively orally and in writing.
- Read, write, speak and comprehend the English language.
- Establish effective working relationships with employees, other agencies, and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	_____	<u> X </u>
Walks	_____	_____	_____	<u> X </u>
Sits	_____	<u> X </u>	_____	_____
Uses fingers in a repetitive motion	_____	_____	<u> X </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u> X </u>	_____
Reaches with hands and arms above shoulder	_____	_____	<u> X </u>	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	_____	<u> X </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	<u> X </u>	_____	_____
Tastes or smells	_____	_____	<u> X </u>	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u> X </u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u> X </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u> X </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	_____	<u> X </u>	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

<input checked="" type="checkbox"/>	Absence of color blindness	
<input checked="" type="checkbox"/>	Corrected vision of...	20/20
<input type="checkbox"/>	Uncorrected vision of...	

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

<u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	_____	<u>X</u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	<u>X</u>	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____	_____	<u>X</u>	_____
Works near moving mechanical parts	_____	_____	<u>X</u>	_____
Works in high precarious places, underground, or confined spaces	_____	_____	<u>X</u>	_____
Flying debris or airborne particles	_____	_____	<u>X</u>	_____
Fire, smoke, fumes, gases, or noxious odors	_____	_____	<u>X</u>	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____	_____	<u>X</u>	_____
Risk of electrical shock	_____	_____	<u>X</u>	_____
Works with explosives or risk of radiation	_____	_____	<u>X</u>	_____
Vibration	_____	_____	<u>X</u>	_____
Extreme illumination	_____	_____	<u>X</u>	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u>X</u>
Moderate noise level (Raised voice levels)	_____	_____	<u>X</u>	_____
High noise level (Shouting/ear protection may be needed)	_____	<u>X</u>	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:


Department Director

Reviewed Approval:


Human Resources Management Director

Approved:


Village Manager

Effective Date: _____

Revision Date: _____