

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### CAPTAIN

**Department:** Fire Rescue  
**Pay Grade:** 420  
**FLSA Status:** Non-Exempt  
**Job Class:** 2036  
**Risk Code:** 7704

#### JOB SUMMARY

Responsible for performing and directing personnel engaged in firefighting, emergency response, hazardous materials response and mitigation, rescue operations, public education, and other specialized fire service-related functions.

#### ESSENTIAL JOB FUNCTIONS

- Plans, directs, manages, and coordinates the activities of subordinate personnel in assigned station.
- Manages and oversees all aspects of station's management including station operations, personnel, and equipment at all times.
- Ensures all EMS, Fire, and truck/vehicle reports are complete and accurate.
- Completes and/or evaluates incident reporting and monitors incident response times.
- Participates in the development of goals and objectives for the assigned station and in directing staff in order to achieve the same.
- Responds as the company officer on the non-transport unit to emergencies in a safe and effective manner.
- Oversees the communication between station personnel and higher-ranking officers.
- Observes performance of subordinate staff in order to conduct performance appraisals.
- Recommends personnel actions involving subordinate station staff.
- Leads and assists battalion and department training activities in drills, classes in firefighting, emergency medical, hazardous materials, or related subjects. Maintains documentation of training activities in compliance with OSHA NFPA and related regulations.
- Completes various reports involving station personnel, equipment, and performance.
- Communicates with the appropriate liaison and ensures assigned station has adequate supplies and equipment. Coordinates equipment repairs ensuring proper state of readiness for assigned resources.

- Supervises teams preplanning target hazards in their response zones and directs crews conducting fire prevention programs and other site surveys.
- During the 24-hour on-duty shift, directs the human and physical resources of the assigned station in response to all assigned fire and rescue emergency calls.
- Makes critical, timely decisions based on partial information to correctly allocate limited resources.
- Performs and supervises emergency medical activities when necessary.
- Establishes command of an emergency incident using accepted incident management principles until relieved by a superior officer. Evaluates situation and reports to dispatch to ensure proper fire or rescue response of personnel and equipment.
- Prepares annual station(s) budget requests and manages purchasing station(s) operating supplies within authorized limits.
- Assists in design and implementation of departmental special projects, public safety program activities, and administrative activities as assigned.
- Collects and analyzes data and prepares reports with recommendations from data analysis.
- Makes written and oral recommendations on revisions to or new standard operating guidelines and safety policies of department.
- Prepares and presents oral presentations to various community groups. May be managing executive for department wide functions such as developing apparatus specifications, inventory, repair and ordering of hose, etc.
- Assists in supervising or training of new recruits, volunteers, and part-time employees.
- May act in absence of Battalion Chief.
- May be assigned staff functions in areas other than the Operations Division. These include, but are not limited to, position descriptions such as Training Officer, Public Education/Information Officer, Inspector, Investigator, and Instructor.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.
- Completes annual evaluations for all station employees, with assistance from lieutenants.

### **SUPERVISION**

This position is responsible for directly and regularly supervising work of six or more employees and a varying staff of volunteers (up to 20) with indirect supervision of the lieutenants assigned to their station on different shifts. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or equivalent; and two (2) years' experience as a Marion County Fire/Rescue Lieutenant; or an equivalent combination of education and experience.

**Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- State of Florida firefighter certification.
- Fire Officer I certification.
- Certified State of Florida or National Registry Paramedic.
- Certifications in Fire Safety Inspector, Fire Service Instructor, Safety Officer, Live Fire Training Instructor, and Fire Officer II or greater preferred.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Knowledge of fire suppression and prevention principles, procedures, techniques, and equipment.
- Knowledge of emergency medical techniques and their applications.
- Knowledge of hazardous materials and specialized rescue operations.
- Knowledge of pre-emergency planning and inspection techniques and applications.
- Knowledge of departmental policies, operating procedures, rules and regulations, and the Collective Bargaining Agreement.
- Ability to be mentally capable of calming bereaved, angry, or emotionally distraught members of the public.
- Ability to lead teams of emergency personnel in fire combat or emergency medical/rescue situations under physically and mentally adverse conditions.
- Ability to react promptly and effectively in emergency situations.
- Ability to maintain situational awareness under extremely stressful and/or very high-risk environments.

- Ability to make appropriate tactical decisions with limited data and secure safety of subordinates and public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**PHYSICAL DEMANDS**

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

**WORK ENVIRONMENT**

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will regularly be exposed to wet or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold or heat, risk of electrical shock, explosives, and risk of radiation.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*