

## **CITY OF CORAL SPRINGS**

### **Classification Description**

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**CLASSIFICATION TITLE:** Fire Inspection Captain  
**FUNCTIONAL AREA:** Fire Department

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#### **WORK OBJECTIVE:**

Under general direction, performs highly responsible supervisory and administrative work involving the planning, allocation, training, and supervision of work in an assigned fire station and at emergency scenes. Employee is responsible for overseeing all daily operational, training, and supervisory aspects of shift assignments, managing emergency responses and maintaining fire station facilities, assigned apparatus and equipment. Employee works in accordance with directives received from a Battalion Chief, or officer in charge, however, is expected to exercise considerable independence and initiative in performance of routine tasks and emergency situations. Objective is to enforce the prevention and minimization of injury and/or loss of life and property in emergency rescue and fire situations. Makes decisions to ensure the safety and protection of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Organizes, assigns, trains, and supervises departmental/fire station duties of assigned Firefighter personnel; supervises, directs and inspects all emergency work of the Firefighter/EMTs and Firefighter/Paramedics. Ensures the safety of all assigned personnel. Initiates disciplinary actions as appropriate; recommends disciplinary actions and grievance responses in accordance with Collective Bargaining Agreement. Evaluates assigned personnel.
- Recommends training programs; assists in the development of training programs; administers in-service training on a regular basis.
- Assists in development and enforcement of departmental Standard Operating Procedures, policies, principles and practices of the fire rescue and paramedic work; abides by all laws, ordinances and regulations governing fire rescue procedures.
- Responds to fire alarms in the City and mutual aid and emergency medical calls; manages and controls emergency medical/fire rescue operations up to and including incident site with considerable latitude of independent decision making typically involving both life and death circumstances and potential for considerable property loss; ensures scene safety; suppresses and extinguishes fires; stabilizes patients; performs salvage operations after emergency situation is controlled and/or suppressed. Acquires necessary resources and deploys accordingly.
- Communicates with dispatch, emergency room physicians and staff, police, fire officers and related personnel for the accurate and efficient dissemination of information.
- Drives, operates and inspects Fire Department vehicles; operates, utilizes and inspects Fire Department equipment and gear; operates, tests and inspects pumps and hydrants; ensures repair, readiness and accessibility of all fire rescue equipment and medical supplies. Ensures proper control and activities for controlled substances.

## **Fire Inspection Captain**

- Drafts and submits detailed reports; performs research and conducts surveys for reports; maintains various departmental records and file systems including MSDS in compliance with SARA, Title III legislation.
- Inspects appearance of firefighters at beginning of shift; inspects fire and equipment for safety and cleanliness.
- Attends designated training sessions and seminars; administers continuing education programs for Fire Fighting/EMT/Paramedic.
- Performs public relations functions between the City and other fire departments; organizes and administers public education and community outreach programs; answers complaints and assists the general public with general inquiries.

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

High School Diploma or GED. Must possess and maintain a State of Florida Firefighter II Certificate of Compliance, a State of Florida certification as Paramedic, an Advanced Cardiac Life Support Certification, EVOC Certification, and CPR Certification; supplemented by four (4) years progressively responsible experience in Fire Rescue and Fire Suppression with CSFD (five years beginning in 2006); or an equivalent combination of education, training, and experience. Valid Florida Class D Driver's License with endorsements for emergency equipment required.

Must complete minimum probationary service and satisfactory completion of probationary program. Must meet all requirements as prescribed in the current Fire Department Standard Operating Procedures and the Collective Bargaining Agreement. Must possess acceptable driving record. Must meet all criteria contained in the City's Firefighter/Paramedic class specification and be able to perform all essential functions of same. Passing scores on:

Practical knowledge test; Written knowledge test; Practical skills evaluation test; Oral Board interview.

#### **Knowledge, Skills, & Abilities –**

Expert knowledge of current principles and practices of fire rescue and paramedic work, governing laws, ordinances, policies and procedures.

Expert knowledge of pre-established City, County and State protocols, Standard Operating Procedures, and policies/procedures applicable to the work.

Expert knowledge of Healthcare Provider CPR.

Expert knowledge of modern rescue, extrication, and transportation techniques; movement of patients and needs of patients.

Knowledge of emergency room procedures as related to EMS.

Considerable knowledge of effective supervisory methods, practices and techniques.

Ability to supervise and enforce safe medical rescue methods, procedures and practices.

## **Fire Inspection Captain**

Ability to understand, follow, direct and supervise written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Ability to read, update and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

Ability to oversee emergency scenes and personnel, operations, emergency medical services, patient care, and safety techniques, rendering effective decisions as appropriate.

Ability to effectively deploy ICS/IMS, NIMS and take command as necessary.

Ability to maintain composure under emergency situations; work effectively under stressful conditions.

Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.

Skill in analytically observing, and objectively and clearly reporting routine and non-routine, emergency and non-emergency activities.

Skill in operating moderately heavy/heavy fire rescue vehicles and equipment.

### **PHYSICAL REQUIREMENTS:**

Some tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking. Emergency tasks involve the intermittent performance of physically demanding work, which may involve some combination of running, climbing or jumping, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials and/or persons. Must maintain the ability to perform the physical aspects of this classification.

### **ENVIRONMENTAL REQUIREMENTS:**

Some tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for lengthy exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks are performed in highly critical and hazardous conditions, where fire and/or other life threatening situations occur, skill in exercising and enforcing established safety precautions is essential in avoidance of injury or accidents. Some tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Other work requires diplomatic, skillful and immediate response to potentially violent situations and must submit to essential safety precautions to avoid personal injury or injury to the general public.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.