



Job Description

Fire Captain – Prevention (40 Hours)

Pay Grade: F08

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum four (4) years of progressively responsible experience in the Fire Department.

Minimum Education Requirements: High School graduation or G.E.D.

Department: Fire

Direct Supervisor: Command Officer.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works in an office environment.

Certification: Valid State of Florida driver's license. Firefighter II, EMT or paramedic, and Florida Fire safety Inspector I

Job Summary: Performs a variety of administrative and technical work related to fire code enforcement, inspections, and education. An employee in this class may be responsible for the protection of life and property through firefighting activities: rescue operations: emergency medical care: and other assigned duties in emergency situations.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Conducts thorough fire inspections of new and existing buildings.
- Reviews plans for compliance with code requirements.
- Interprets and enforces fire and life safety codes.
- Conducts various other safety inspections, including those related to hazardous tank removal, fire suppression systems, fire alarm systems, occupational licensing, and others as requested.
- Plans and participates in fire prevention and life safety education activities within the community.
- Operates a motor vehicle and various office machines including a computer, two-way radio, audio-visual equipment, etc.
- Participates in emergency response, disaster preparedness, mitigation and recovery, and may be assigned to the Emergency Operations Center
- Participates in city facility and grounds inspections.
- Completes and submits reports regarding fire inspections, and department activities; enters data from reports into computer.
- Keeps abreast of new technology, methods and regulations for fire inspection, prevention and fire suppression operations; attends meetings, conferences and continuing education classes as required and/or appropriate.
- Performs other duties as required

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:



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Knowledge

- Modern firefighting principles, practices, and procedures including hydraulics.
- Physical layout of the City including fire hydrants and street locations.
- Fire prevention methods and education techniques.
- City's functions, policies, and procedures.
- Specialized knowledge of designated area.
- Building construction and plans review.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, codes, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Work with a high degree of independent judgment and decision making.
- Interpret fire and life safety code requirements as they pertain to new and existing occupancies.
- Develop and maintain positive relationships with a diverse group of associates including business operators, property owners, construction professionals, and other government service officials.
- Safely operate at emergency scenes and in disaster environments

Physical Demands

The work is heavy work which requires exerting up 50 pounds of force occasionally, and/or up to 20 pounds of force to move objects. The following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.



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- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date