

<b>Title: Fire Captain</b> <b>Supervisor: Deputy Chief of Operations</b> <b>Division: Operations</b> <b>Effective Date: 06/19/2026</b>	<b>Black Forest Fire Rescue</b> <b>Job Description</b>  <b>Approved By: David Rocco</b>	
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**BASIC PURPOSE:**

The captain is a command officer, reporting directly to The Fire Chief, the Deputy Chief of Operations,

Captains are the mid-level managers of the fire department. They are primarily responsible for the day-to-day operations of the department and provide direct services to our community. They must be capable of dealing with everything from daily staffing issues to managing dangerous and critical emergency incidents. They must be professional representatives of BFFR. They must appropriately apply incident command principles and departmental policies and procedures at all large-scale emergencies and remain responsible for the lives and property of the citizens of Black Forest and surrounding areas.

The purpose and function of the Captain position is to perform operational, administrative, and general management duties in support of the mission and vision of BFFR, including serving in a staff position/assignment. The effective management and administration of BFFR goals and objectives determine the quality and effectiveness of service delivery to the public. These services include fire suppression, emergency medical services, hazardous materials for incident mitigation, rescue services, and other situations requiring emergency intervention. The Captain are also responsible for essential nonemergency public services to include staffing coordination and deployment; fire prevention and inspection activities; strategic incident planning; public education; training program delivery and management; post incident critique; Emergency Medical Services systems management; budget administration; interagency integration and coordination; community projects support, as well as representing the Fire Chief and Deputy Chiefs as assigned. The Captain is accountable for the overall organizational effectiveness in the following strategic areas:

1. Emergency response and preparedness
2. Management
3. Administration
4. Customer Service

The position of Captain is deemed essential to the daily operation of Black Forest Fire Rescue

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**MINIMUM QUALIFICATIONS:**

- Fire Officer 1
- Fire Officer 2 within 1 year of promotion
- One year as a Lieutenant in good standing.
- Fire Safety Officer within one year of promotion.
- Fire and Life Safety Educator or Fire Instructor within one year of promotion.
- ICS 300 and 400 within one year of promotion
- Maintain RED Card Certification
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**JOB DUTIES:**

Emergency response and preparedness

- Command all emergency operations to provide for the safety of the public, and of department personnel and the conservation of property.
- Assume command and overall responsibility for significant incidents.
- Determine strategic objectives based upon the nature and scope of the incident.
- Develop, assign, and coordinate tactical activities.

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- Direct and integrate interagency incident support.
- Utilize and enforce recognized safety standards and procedures and determine the level of acceptable risk based upon existing conditions.
- Coordinate and direct activities with various local, state, and federal agencies ensuring successful integration and effective results.
- Participate intra and interagency post incident critiques.
- Evaluate and test BFFR services preparedness to respond to and mitigate emergency situations.
- Be accountable for level of service provided to the community.
- Determine, control, and coordinate effective staffing levels and apparatus deployment.

#### Management/Leadership

- Ensure that assigned personnel and equipment are operationally ready to fulfill the mission and vision of BFFR.
- Support the mission and vision of BFFR.
- Manage the development and implementation of goals and objectives, policies, and priorities of assigned programs.
- Counsel managers, supervisors, and staff to ensure compliance with all relevant policies.
- Coach, instruct, and guide subordinates in all facets of department operations and management philosophy.
- Actively monitor and evaluate existing policy, procedures, rules and regulations to determine value in meeting organizational goals and objectives
- Assist and guide managers and supervisors in maintaining necessary levels of order and discipline.
- Train, motivate, and evaluate assigned personnel; work with employees to correct deficiencies; review disciplinary situations and manage the disciplinary process.
- Ensure that all subordinates meet and maintain federal, state, and departmental standards and certifications.
- Identify, design, and direct appropriate training programs to meet operational needs.
- Foster environments are conducive to continual learning development and growth of employees.
- Foster cooperative interagency relationships
- Provide appropriate assistance and support to other city, county, and state agencies when requested.
- Evaluate joint training exercises.

#### Administration

- Review, develop, and administer policies and procedures.
- Participate, manage, and/or coordinate special projects within BFFR and community.
- Identify apparatus and equipment needs.
- Participate in budgetary determinations relating to station and program needs.
- Conduct “Chain of Command” investigations; recommend and/or administer disciplinary action.
- Perform risk analysis within the community and ensure departmental response models and procedures are followed.
- Ensure that incident documentation is accurate and completed in a timely manner.
- Manage departmental resources to ensure they meet targeted objectives.

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**MINIMUM SKILLS OR QUALIFICATIONS:**

- Able to apply and effectively utilize the Incident Management System during emergency operations.
- Ability to coordinate the actions of multiple companies during emergency operations.
- Ability to analyze an incident and develop an operational strategy based upon a changing operational environment.
- Knowledge of BFFR policies and procedures
- Knowledge of BFFR organizational structure, techniques, and processes
- Able to apply management principles, performance evaluation, mentoring, and coaching.
- Analyzing, evaluation, and planning skills
- Organizational Management skills, including statistical analysis, budget analysis, record keeping, and planning.
- Ability to interact with managers and personnel from local, state, and federal agencies.
- Statistical analysis
- Computer skills
- Possess excellent verbal and written communication skills.
- Fiscal management skills
- Knowledge of fire science, including hazardous materials, fire suppression techniques, technical and special operations
- Job requirements of all positions below Captain
- Ability to evaluate community needs and allocate BFFR resources.
- Ability to interpret and disseminate technical, legal, and financial information.
- Knowledge of structural design and the effects of untoward conditions upon those structures.
- Knowledge of fire suppression systems and inspection practices.

**PROBLEM SOLVING:**


This position enforces BFFR policies in terms of: problem solving, policy enforcement, counseling employees on policies, and participation in feedback to the Fire Chief and administration concerning policy issues.

Most emergency incidents are unpredictable and tend to have numerous aspects of uncertainty. A Captain in a command role must first attempt to anticipate potential problems and begin developing alternative strategies. This must be accomplished under severe conditions. The safety of the public and firefighters must always be the first consideration when evaluating the level of risk against potential results. Although operational Standard Operating Procedures offer broad guidelines for incident mitigation, unusual circumstances continually arise requiring the Captain to make intelligent, effective decisions based upon experience, technical knowledge and skills, education, resourcefulness, and problem-solving aptitude. Responsibility for the safety and welfare of the public and emergency response personnel lies squarely with this position.

Numerous problem-solving issues arise daily, relating to management concerns of planning, staffing, and budget coordination of the various program areas. These issues are routinely resolved by utilizing organizational policies, procedures, rules, and regulations. However, the Captain is given authoritative discretionary latitude to resolve problematic issues and situations.

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**ACCOUNTABILITY:**

The Captain reports directly to the Operations Deputy Chief and the Chief. 

**ORGANIZATION:**

See BFFR Organization Chart

**WORKING CONDITIONS:**

The Fire Captain must perform duties in office, household, and emergency scene environments. The Fire Captains perform during daylight and night hours for extended periods with little rest or sleep. He/she operates in adverse weather conditions, natural disasters, extreme heat or cold, dense smoke, toxic or explosive atmospheres, extreme heights, structurally weakened buildings, traffic hazards, buildings, wildland, trash, and automobile fires, and with patients posing severe infectious disease hazards (e.g. tuberculosis, hepatitis, AIDS) to health. The Fire Captains must be able to make quick, lucid decisions during physical and mentally stressful situations. The amount of hazardous exposure time varies with the number of emergency incident responses, non-emergency activities, and assigned companies. Firefighters must maintain knowledge, skills, and abilities consistently with the National Fire Protection Association (NFPA) 1001, Standard for Firefighter Professional Qualifications.

Fire Captains are required to work on 48-hour shift assignments, living, eating, and sleeping at the station for the entire period, including weekends and holidays, and may be required to work overtime with little or no notice. Fire Captains pay for their meals while on duty. Fire Captains, male and female, sleep in dormitory style quarters. Due to the varied and unpredictable nature of the work, they may also be required to work under the following conditions: wearing protective gear, carrying appropriate tools, and wearing self-contained breathing apparatus, weighing a combined total of up to or over 100 pounds, while performing emergency duties. Fire Captains are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures.

While performing emergency medical assistance and rescue activities, Fire Captains may lift and carry victims and move equipment requiring the use of stomach and back muscles. Fire Captains are required to have the ability to hear a variety of warning devices and alarms, gas leaks, or calls for help. Some rescue duties require the operation of mechanical rescue equipment and the monitoring of proper safety techniques. The tools require precise arm-hand-eye coordination and movements, such as when operating a chain saw or rescue equipment. The operation of firefighting equipment often requires the coordinated movement of more than one limb simultaneously.

Emergency situations may require Fire Captains to work in small, cramped crawl spaces, areas where vision is limited, and/or at extreme heights including rooftops or ladders. A Fire Captain must be able to distinguish among colors including the color of smoke and flame to determine the type or source of the fire, or to identify other potentially dangerous situations. Fire Captain may be assigned to special operational teams that expose them to additional life-threatening hazards and dangers.

The fire service is paramilitary in nature, and firefighters during emergency operations receive orders, which must be carried out promptly and without question, unless detrimental to their personal safety and welfare.

The Fire Captain job entails regular exposure to dangerous situations under disagreeable conditions, including smoke, heights, fire, fumes, heat, cold, emergency driving, exposure to dangerous situations with medical emergencies, long shifts, and the ability to wear and work in fire department breathing apparatus for extended periods of time.

The above job description is intended to describe the general nature and level of work being performed by Fire Captains. This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required by a Fire Captain.

The Lieutenant must be able to make quick, lucid decisions throughout these physically stressful situations. The amount of hazardous exposure time for the Lieutenant varies with the number of emergency incident responses.

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The working conditions and schedule for emergency services Captain are fundamentally the same as for firefighters: See Firefighter Position Description

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