



The City Beautiful

City of Coral Gables Job Description

Job Title: Fire Captain - Staff
Department: Fire
Classification: 5119
Pay grade: 27G
FLSA: Non-Exempt

Prepared Date: 9/09
Approved By: Walter Reed
Approved By: Marjorie H. Adler

Summary

This is a supervisory, administrative and technical work in the direction of a major phase of the operations of the City's Fire/Rescue Department. This position may be assigned to any division of the department as established by the Fire Chief.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists with planning and coordination of assignments in accordance with department objectives.

Determines, assembles and assigns personnel and equipment required to accomplish department objectives.

Reviews and evaluates program procedures to assure consistent control.

Disciplines subordinates as necessary in accordance with department policy.

Translates plans and policies into workable procedures and practices.

Analyzes department problems, recommends and suggests alternatives through the chain of command.

Assigns and delegates work to subordinates. Reviews and evaluates subordinates performance.

Performs related duties as required.

If assigned as EMS Coordinator, and/or Training Coordinator, will be required to follow established duties and responsibilities as set forth by the Fire Chief or designee.

Knowledge, Skills, and Abilities

Knowledge of City's policies, rules and regulations, and Union Contract articles. Thorough knowledge of modern techniques of fire/rescue principles, practices and procedures. Thorough knowledge of departmental policies and procedures, City Personnel Rules and Regulations, and collective bargaining agreements. Thorough knowledge of supervisory principles and practices. Knowledge and ability to apply Incident Command procedures.

Knowledge of the geography of the City, including the location of streets. Ability to plan, assign and direct the work of subordinates, both under emergency conditions and in routine work. Ability to analyze, prepare and present, both verbally and in writing, reports and information of various kinds. Ability to represent the Fire Department effectively in public. More specific knowledge, abilities and skills required for current Staff Captain positions are available in the Training Division.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines.

Work is predominantly indoors within a usually quiet to moderately noisy environment. May involve extended periods of time at a key board or work station. May work outdoors when necessary, where there may be exposure to extreme temperatures, electrical hazards, noise, heights, dust and smoke. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Must have the physical ability to enter into and inspect buildings, climb stairs and/or ladders, reach above and below shoulders, walk and bend. May involve some lifting, carrying, pushing and/or pulling of objects and materials of 5 to 20 pounds.

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

Minimum Education and Experience

High School graduate or equivalent; College Associate degree.

State of Florida Certified Firefighter; State of Florida Certified Paramedic.

Valid Florida Driver's License.

Five (5) years experience as a full-time, professional firefighter for the City of Coral Gables.

and

Depending on department's needs at the time that the position is available, qualifications may include: Qualified Driver/Engineer, State Certified Fire Service Instructor, or the ability to attain the necessary certifications within a period of time to be determined by the Fire Chief upon appointment.

or

A combination of education, experience and special training that in the judgement of the Fire Chief is consistent with the minimum qualifications.