



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Fire Captain  
**Department:** Fire  
**Classification:** 5118  
**Pay grade:** 27F  
**FLSA:** Non-Exempt

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

### **Summary**

Exercises supervisory and skilled firefighting and fire prevention work in directing the activities of the City's Fire Department.

### **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.

Trains, assigns and supervises the work of fire fighters and company commanders engaged in providing fire protection for the City on an assigned shift.

Supervises maintenance and testing of equipment and apparatus, cleanliness of the fire station and maintenance of the grounds.

Responds to major fire alarms and personally directs fire fighting operations until relieved by superior officer.

Personally participates as needed in laying out and connecting hose, directing water streams, raising and climbing ladders, ventilating buildings, performing rescue work, and other firefighting activity.

Inspects personnel and maintains discipline. Conducts drills and instructs personnel in firefighting techniques.

Maintains records of fire calls and prepares reports. Maintains records of personnel under his/her supervision.

Performs related duties as required.

### **Knowledge, Skills, and Abilities**

Knowledge of City's policies, rules and regulations, and Union Contract articles. Knowledge of modern firefighting and principles and practices of fire prevention techniques. Knowledge of the principles and practices involved in instructing and training firefighters, together with the ability to apply them to specific training problems. Knowledge of EMS principles and techniques. Knowledge of the location of streets, hydrants, fire wells in the municipal area and building access information. Knowledge of the operation and maintenance of the various types of apparatus and equipment used by the fire department, together with the ability to supervise the effective use of such equipment and apparatus.

Ability to plan, assign and evaluate projects or details given to subordinates. Ability to supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to react quickly and calmly in emergencies. Ability to maintain accurate records and prepare clear reports.

### **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 Certification as Firefighter/Paramedic

Valid Florida Driver's License.

Minimum of three (3) years experience as a Fire Lieutenant

Completion of required state and local fire safety training programs.