



City of Kansas City, Missouri Job Class Specification

Job Title: FIRE CAPTAIN

Department: FIRE

Job Code: 3007

Status: NONEXEMPT

Grade: F-4

Summary

This is supervisory and skilled fire fighting, fire prevention; emergency rescue and medical care work on an assigned duty tour in supervising the activities of a fire company at the station and at the scene of an emergency.

Work involves responsibility for the proper operation and maintenance of assigned fire fighting apparatus, equipment, and fire station. Employees of this class perform a wide variety of fire fighting, emergency medical treatment and related duties, including inspection of assigned fire station, equipment, personnel, and public and private buildings, as well as supervising public assemblies and training subordinates. Work involves physical exertion and an element of personal danger. Routine duties are performed with a degree of independence within established departmental rules and regulations, but under the general direction of a superior officer. Work is reviewed by observation of work in progress and of results obtained as well as by inspection of quarters, apparatus, equipment, and records.

Duties and Responsibilities

- Responds to all alarms of fire and other emergency calls assigned to the company; selects route for driver to follow to scene of fire; evaluates fire and directs driver to lay hose line or proceed to fire.
- Unless command is assumed by a superior officer, supervises and assists in work of subordinates at scene of fire and at station.
- Inspects apparatus and equipment, grounds, and station to ensure proper order and condition and that fire apparatus is at all times ready for use; stands floor watch as necessary.
- Performs minor clerical work, such as making reports on fires and personnel absences, activities of the company and the preparation of requisitions for supplies.
- Inspects public buildings, businesses, houses, hospitals, schools, and places of public gathering for the purpose of detecting fire hazards or conditions dangerous to life and property; may be assigned to give public education presentations to school and other interested groups.
- Prepares and conducts employee training courses, using lectures, practical performance and demonstrations; tests methods of teaching.
- Performs related duties as required.

Technical Skills	Considerable knowledge of: - The principles and practices of fire fighting, fire prevention work, emergency incident management, and emergency medical care. - Street locations, fire alarm boxes, fire hydrants, principal buildings, and general types of building construction and usage in assigned district. - Departmental rules, regulations, SOP's, directives and manual of instructions. - Departmental apparatus, tools, equipment, and their proper use. - Departmental safety procedures. Ability to: - Evaluate fires, recognize danger, and take immediate action necessary for the protection of life and property. - Inspect buildings, recognize, and determine fire or other hazardous conditions, make written and oral reports of such conditions and recommendations for their correction. - Establish and maintain effective working relationships with other employees and the general public contacted in the course of the work. - Prepare and effectively conduct fire training classes for employees of equal or subordinate rank. - Understand and execute effectively oral and written instructions, to react quickly and calmly under emergency conditions, and to display judgment in making working decisions. - Express ideas clearly and precisely, orally and in writing, to groups and individuals.
Education and Experience	To be eligible to test and be promoted to Captain, candidates must have ten (10) years in Fire Suppression, must have completed the Fire Apparatus Operator certification process and be otherwise qualified. For purposes of eligibility to test and be promoted, the ten (10) years of service shall be measured from the date of appointment to Fire Suppression to December 31st of the year the Captain's promotional examination is administered.
Certificates/ Licenses/Special Requirements	- May be required to pass a preemployment drug screen. - Must pass a background check as prescribed by the City.
Supervisory Responsibility	Supervision is exercised over a fire company or unit.
Supervision Received	Work is performed under the general supervision of a superior officer.
	Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
Created	9/06
Revised	06/10, 10/18, 04/2024