

**FIRE CAPTAIN**

FLSA Status: Covered  
Union Representation: Portland Fire Fighters Association (PFFA)

**Class Summary:**

This is supervisory fire fighting work. Employees occupying positions of this class are responsible for the direct command over fire fighting personnel in a fire company, for the discipline and commendation of personnel, and for the proper maintenance of apparatus, equipment, and the fire station on an assigned shift as well as other shifts. Work differs from that of a Lieutenant in that the Captain is the administrative officer of the station and in that capacity is responsible for channeling directives from Headquarters to subordinates. Responsibilities involve drilling and instructing personnel in fire fighting, fire prevention, and rescue techniques, making preliminary fire investigations, and conducting hydrant and building inspection activities in an assigned area of a district. Duties include administrative responsibilities for personnel management. Employees of this class may be rotated between an engine, truck, rescue squad, or fire boat company for administrative or personal reasons. Other assignments may involve officer level responsibilities as a staff officer to the Chief or in the training program. Work may involve strenuous physical exertion and elements of personal danger. Routine duties are performed with a degree of independence within established departmental regulations, but under the administrative supervision of a Battalion Chief. At the scene of an emergency, a Captain is responsible for the effective performance of the entire operation until relieved of his command by a superior officer. Performance is reviewed by a Battalion Chief and evaluation is based on the performance, inspection results, and readiness of the assigned fire company.

**Examples of Work:**

Receives, formulates, and transmits directives to subordinates.

Supervises and participates in a variety of duties with an engine company; determines route in responding to a fire; determines need for rescue activities; determines the seriousness of the fire; calls for support companies as needed; determines the location for laying hose, the size of hose, and the type of water streams to be used; determines the use of support equipment and tools in extinguishing fires and responding to emergencies.

Supervises and participates in a variety of duties with a truck company; determines route in responding to a fire; determines location for ventilating buildings and placing ladders; determines the use of power tools and equipment; directs the salvage and clean-up operations after a fire.

Supervises and participates in a variety of duties with a rescue company; determines route in responding to an emergency; administers first aid to injured persons; determines method of operation for crew at emergency.

Supervises and participates in a variety of duties with a fire boat company; determines the best plan of action for fire boat at a fire; determines size of hose and equipment to use; assists in deckhand duties as required; participates in patrolling harbor.

**Examples of Work: (continued)**

Supervises and participates in a variety of duties with a special fire squad unit; determines route in responding to an emergency; directs the performance of specialized rescue and fire suppression tasks at an emergency; determines the specialized and regular fire equipment to be used.

Supervises and participates in fire drills; conducts classes in fire suppression and prevention, first aid, and related subjects; provides direction in training companies; develops and conducts training courses; researches new methods in fire suppression and prevention for course materials.

Supervises and participates in inspections of buildings and fire hydrants.

Supervises the general maintenance of apparatus and equipment, and of the fire house and grounds; assigns and schedules company personnel to watches.

Maintains discipline and morale of assigned companies; prepares payroll records for shift personnel; keeps company files, records, and books up-to-date; prepares a variety of reports; reviews performance of Lieutenants and Fire Fighters.

**Not all the work performed is specifically described. Not all tasks are done at all work locations.**

**Knowledge, Skills and Abilities: (Required at time of appointment)**

Considerable knowledge of bureau policy, rules, and regulations.

Knowledge of modern methods, techniques, and theories used in fire fighting and fire prevention.

Knowledge of modern first aid principles and practices and skill in their application.

Knowledge of the operation and maintenance of the various types of fire apparatus and equipment used by Portland and related resources.

Skill in leading, directing, and supervising subordinates, both under emergency conditions and in routine work.

Skill in training and instructing fire personnel in modern fire fighting and fire prevention methods, techniques, and theories.

Skill in reasoning and reacting quickly and calmly in emergency situations.

Skill in establishing and maintaining effective working relationships with superiors, other employees, and the general public.

Skill in understanding and following oral and written instructions.

Physical strength and agility sufficient to perform the work of the class.

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**Class History:**

Adopted: 08-19-75

Revised: 08-07-06 FLSA Status and Union Representation sections completed.

June 2009 - Change Job Class number from 5214 to 30000803, due to system change.