

**CODE: 3510**  
**GRADE: 23**

**THOMAS COUNTY, GEORGIA**  
**JOB DESCRIPTION**

**JOB TITLE: COMPANY CAPTAIN**  
**EMERGENCY SERVICES DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs specialized administrative and technical work for the Fire Department. Work involves training personnel; monitoring personnel progress; developing training programs, which meet the department requirements as, required by State and Federal laws and guidelines. Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases. Employee must exercise tact, courtesy and firmness in contact with the public. Employee is subject to the usual hazards of emergency response work. Reports to the Assistant Director – Fire Operations.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Conducts the training sessions.

Prepares incident reports.

Performs office duties.

Prepares training lesson plans.

Attends training sessions.

Provides assistance with equipment maintenance.

Serves as a firefighter when needed.

Responds to emergency situations.

Receives and/or reviews various records and reports including fire reports, leave requests, time sheets, vehicle maintenance, fingerprints, purchases orders, and various other records, reports, memos, correspondence, etc.

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Prepares and/or processes various records and reports including statistical reports, vehicle maintenance, annual reports, purchase order, and various other records, reports, memos, correspondence, etc.

Refers to policy manuals, vehicle maintenance, medical manuals, Social Service program, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Operates emergency vehicles and a variety of office and specialized equipment such as computers, calculators, telephone, television, etc.

Uses mechanic's tools, carpenter's tools, shovels, protective gear, fire extinguishers, etc.

Utilizes clerical supplies and computer software such as Microsoft Word, Microsoft Excel, etc.

Interacts and communicates with various groups and individuals including immediate supervisor, employees, trainees, supervisors in other departments, consultants, sales representatives, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Must have successfully acquired dual state of Georgia certification in the fields of Fire and Emergency Medical. Vocational technical training in emergency services, response and operations. Comparable training and experience that supports the same knowledge, skills and abilities to perform the required functions.

### **SPECIAL REQUIREMENTS**

may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including various fire fighting and emergency response equipment, audio-visual equipment, and common office equipment, etc. Must be able to exert up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a amount of force to move objects. Must be physically able to stoop, kneel, bend, crouch, crawl and climb. Light work usually requires walking or standing to a significant degree. The job is rated as Light to Moderate Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional,

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structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants, and receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, charts, forms, permits, etc. Requires the ability to prepare correspondence, reports, forms, permits, etc., using prescribed formats. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including emergency response codes, and fire, medical terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and fire fighting equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as fire fighting equipment and office equipment. Must have levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing work under some stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone or two-way radio.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**