

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4230

TITLE: FIRE CAPTAIN II (Former FIRE CAPTAIN)

GRADE: F-27

DEFINITION:

Under direction, functions as the fire and rescue station commander, with overall responsibility for station management and assigned resources; or supervises and coordinates the emergency medical services (EMS) in a battalion (comprised of fire and rescue stations located in one region of the county); or supervises a section in the Business Services or Personnel Services Bureaus (i.e., Fire Suppression or Emergency Medical Services Training Sections, Communications Section, Apparatus Section, Fire Protection Section, or Equal Employment Opportunity Office); or performs a high level staff function in the Operations Bureau (i.e., as the Assistant Fire Chief's Aide); and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

A Fire Captain II functions as supervisor for the overall operation of a fire and rescue station or a major section, or as an Emergency Medical Services (EMS) supervisor assigned to a battalion.

A fire and rescue station commander has overall responsibility for administrative and maintenance activities of the fire company. A Fire Captain II is also responsible for the training and supervision of personnel on an assigned shift.

In comparison, a Fire Captain I functions as a shift supervisor, and a Fire Battalion Chief directs and coordinates the emergency medical service, fire, and rescue activities in a battalion (comprised of fire and rescue stations located in one region of the county) for an assigned shift.

ILLUSTRATIVE DUTIES:

All Functional Areas

- Directs the overall activities of the fire station, branch or section to which assigned;
- Establishes goals, objectives and priorities for a fire station, branch, or section;
- Develops procedures for the branch or section to which assigned;
- Conducts performance management of assigned subordinate personnel, and recommends disciplinary action and commendation;
- Identifies deficient skills among subordinates, and plans and implements remedial training;
- Serves as a coach and mentor in the professional development of subordinates;
- Participates in the physical fitness program;
- Participates in all required training and maintains all professional certifications to ensure operational readiness at all times;
- Assists in the development and monitoring of the annual budget for the assigned area;
- Attends staff and committee meetings, and disseminates information as appropriate;
- Maintains accurate records and prepares complete reports;

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Inspects the work location and all equipment for compliance with county, state, and federal safety regulations, and takes initial action to alleviate discrepancies;

Plans and participates in public relations programs (e.g., observance of Fire Prevention Week) that meet community needs;

Ensures that training and certifications of assigned subordinate personnel are maintained.

Fire Station Commander or EMS Supervisor

Assumes command at the scene of an incident until relieved by a higher-ranking officer;

Sizes up fire, EMS, or rescue emergencies and determines the necessity for additional firefighting companies, EMS units, or specialized rescue units (e.g., Technical Rescue or Hazardous Materials), as well as the proper course of action to effectively abate the emergency; Investigates complaints and recommends disciplinary action as necessary.

Fire Station Commander

Makes decisions and directs subordinates as to the best method for combating fires and coping with other emergency situations;

Manages the fire and rescue station's resources and maintenance needs;

Prepares the budget for the fire and rescue station;

Requisitions and receives equipment and supplies;

Plans and executes the work assignments of a specific shift;

Arranges and conducts station tours, public relations events, and demonstrations;

Participates in fire suppression and rescue activities;

Inspects buildings for compliance with State/County Fire Prevention Codes, issues violation notices, and conducts follow-up inspections;

Schedules and documents fire prevention inspection activities;

If assigned to a volunteer station, acts as a liaison with the volunteer fire and rescue organization;

As assigned, acts for the battalion chief in his/her absence,

Determines station priority areas and schedules associated projects;

Develops and maintains policy and procedures for an assigned station;

Acts as primary liaison between support personnel related to station affairs, to include volunteers (if applicable).

Emergency Medical Service Supervisor

Oversees the operations of the emergency medical service in his/her assigned battalion;

Provides proper coverage of EMS units throughout the battalion;

Ensures continuous quality improvement of assigned battalion;

Reviews incident reports for completeness and accuracy;

Evaluates initial field training provided to EMS interns;

Evaluates and performs remedial training;

Conducts investigative review boards for non-compliance of protocols;

Responds to EMS emergencies within assigned battalion to evaluate and monitor medical treatment;

Maintains contact with the medical facilities in his/her assigned battalion;

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In conjunction with hospital staff, performs chart audits of incidents;
Ensures that quality medical care is provided by systematically inspecting personnel and apparatus in his/her assigned battalion;
Schedules and critiques provider training and/or drills that test the ability of emergency medical services personnel and equipment to meet agency standards and goals;
Coordinates and attends unit case reviews, unit trauma case reviews, and multi-casualty incident drills;
Assesses the need for expanded emergency medical service in his/her assigned battalion and makes recommendations to superior officers.

Training Section

Participates in the development and administration of a continuous fire suppression or emergency medical training program;
Instructs career and volunteer personnel in fire suppression or emergency medical services;
Keeps abreast of new developments, innovations and techniques in the field of fire suppression and emergency medical services;
Reviews and evaluates equipment;
Coordinates the EMS ride-along program;
Monitors certifications;
Acts as liaison with Operations to plan, coordinate, schedule, and update suppression training
Attends various meetings and conferences to discuss local, regional, and national training issues.

Communications Section

Plans and coordinates all facets of the department's communication requirements;
Maintains records required by the FCC and other agencies.
Provides collaborative policy development and implementation management for Fire and Rescue administrative communications operations;
Coordinates and collaborates operations of communications systems with vendors and agencies;
Maintains records required by the FCC and other agencies;
Monitors project progress through supervision over other section officers.
Policy development and implementation management for Fire and Rescue Department (FRD) dispatch operations;
Ensures operational coordination and continuity by directly supervising the four UFO Shift Captain I's;
Maintains staffing of Uniformed Fire Officer (UFO) positions and coordinates staffing of Public Safety Transportation Operations Center (PSTOC) and Emergency Operations Center (EOC) with qualified UFOs during significant events;
Develops and maintains training programs (Relief UFO Program) that enable the UFOs to provide the highest state of readiness and capabilities to support the FRD's operations;
In collaboration with the Department of Public Safety Communications (DPSC) Operations Chief and training staff, develops continuing training programs for DPSC fire dispatch personnel;

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Investigates all service-delivery inquiries and report findings to the Fire Battalion Chief.

Initiates corrective actions as required.

Attends meetings to coordinate department's dispatch programs within region and represents department on various county, regional, state, and national communications associations and initiatives.

Apparatus Section

In conjunction with the Equipment Management and Transportation Agency, directs a comprehensive maintenance and repair program for fire and EMS vehicles and equipment;

Consults with the Operations Bureau to determine future apparatus needs;

In coordination with the Operations Bureau, Fiscal Services Division, volunteer fire departments, DPSM, and DVS drafts technical specifications for specialized fire and EMS apparatus, then evaluates bids for compliance and makes recommendations for award;

Supervises new vehicle preparation and equipment/component installation;

Supervises Apparatus Lieutenant and Apparatus Coordinator's Position.

Inspections Section

Plans, coordinates, supervises and directs the work of the Inspections Section, prioritizing work to meet the goals of the section;

Reviews inspection reports and other documentation for accuracy, clarity, and completeness;

Assists in the interpretation and enforcement of the Fire Prevention Code;

Conducts inspections and reviews to provide technical assistance to builders, developers, or contractors;

Conducts inspections and reviews to assist field testing staff in determining code requirements for compliance in complicated or highly technical Fire Code-related matters;

Conducts inspections and reviews to mediate or resolve code-related deficiencies between the business/building communities and Field Testing Section staff;

Assists the Fire Battalion Chief, Fire Prevention Services Section, by representing Fairfax County on fire code and life safety issues with the code development and appeals process on local, state, and national level.

Health Section

Supervises and directs the Infection Control and Prevention Officer, Wellness/Fitness Coordinator; and Behavioral Health Coordinator;

Provides oversight and direction for the entire Wellness/Fitness Program (e.g., Peer Fitness Trainers, the CPAT Building, etc.);

Provides general oversight and monitoring of the Public Safety Occupational Health Center (PSOHC); manages the department's PSOHC contract;

Assists the Safety Section to ensure departmental compliance with all applicable occupational health and safety codes, regulations, and procedures concerning fire department and emergency medical service operations.

Serves as a Health and Safety Officer when necessitated by an ongoing commitment of health and safety resources to major incidents within the county.

Works with employees on the submission for Public Safety Officer Benefits (PSOB).

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Intelligence Officer

Conducts monitoring, research, and collection activities on all-source information and intelligence from multiple systems, sources;

Utilizes appropriate type of analysis to review information,

Analyzes data for relevant material, organizes and summarizes the information through reports while maintaining a direct line of communication between the Northern Virginia Regional Intelligence Center (NVRIC) and the Fire and Rescue Department;

Participates at incidents and non-routine situations or events to serve as the intelligence/information component of ICS between the Fire and Rescue Department and law enforcement agencies to ensure timely and accurate information exchange;

This duty may also be accomplished through involvement from the NVRIC where further technical assistance can be accessed;

Provides technical assistance and support to NVRIC personnel and other agencies concerning the operational capability of firefighting and emergency medical units pertaining to non-routine situations and conditions as well as the manufacture, use, storage, transportation, and disposal of hazardous materials, and information on hazardous materials issues.

Fire Protection Systems Section

Plans, coordinates, supervises and directs the work of the Fire Protection System Section, prioritizing work to meet the goals of the section;

Reviews inspection reports and other documentation for accuracy, clarity, and completeness; Assists in the interpretation and enforcement of the Fire Prevention Code

Conducts inspections and reviews to provide technical assistance to builders, developers, or contractors'

Conducts inspections and reviews to assist staff in determining code requirements for compliance in complicated or highly technical Fire Code-related matters;

Conducts inspections and reviews to mediate or resolve code-related deficiencies between the business and building communities and staff;

Reviews test reports and other documentation for accuracy, clarity, and completeness;

Assists the Fire Battalion Chief, Fire Prevention Services Section, by representing Fairfax County on fire code and life safety issues within the code development and appeals process on the local, state and national level.

Recruitment Section

Manages, coordinates, and supervises uniform and civilian staff and activities related to employee recruitment, selection, and retention; including, but not limited to, section budget, advertisement and marketing, recruiting and retention strategies, data collection and analysis, exam and testing

administration, disqualification of applicants and the selection process;

Develops, organizes, and presents recruitment programs to schools, community organizations; and leaders;

Monitors compensation and benefits from local jurisdictions to facilitate the department's competitive position;

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Ensures files, records, and data are maintained as required by federal, state and county regulations and established departmental procedures and policies;
Monitors legislation as it relates to employment practices; assesses impact of changes and presents recommendations to the Human Resources Manager and implements approved plans;
Researches, analyzes, prepares and presents data on applicant flow, hiring, attrition, and other related statistics;
Coordinates the section's involvement with other county agencies, the community, and other outside organizations;

Aide to the Assistant Fire Chief

Serves as the Aide supporting the Assistant Fire Chief in one of the three Bureaus, Business Services, Operations and Personnel Services;
Coordinates the annual budget process for the Bureau;
Coordinates, compiles, and submits budget requests;
Monitors for and addresses budget issues;
Facilitates the transfer and promotion process of personnel;
Coordinates the re-instatement of fire personnel and the return of personnel from active military duty;
Represents the Assistant Fire Chief or senior leadership at meetings with other county agencies, department sections, external departments, and the public;
Coordinates responses to Freedom of Information Act requests;
Coordinates responses to annual Legislative Review;
Investigates and responds to complaints;
Responds to requests for interviews with personnel;
Reviews Significant Incident Reports;
Responds to large emergency incidents to assist with command;
Develops general orders, information bulletins, standard operating procedures, reports, and various memoranda;
Drafts and reviews correspondence and other written documents;
Participates on department committees and multi agency teams.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of laws, rules, regulations, departmental policies and procedures, standard operating procedures, manuals and safety bulletins;
Knowledge of the principles, practices and techniques of the functional area to which assigned, and the ability to apply them effectively;
Knowledge of, and ability to effectively apply, administrative, supervisory, and managerial practices and techniques;
Knowledge of fire, EMS and rescue incident management;
Knowledge of the budgetary process and procedures;
Ability to communicate effectively orally and in writing, using diplomacy and tact;
Ability to write complete and accurate reports, memos, policies and procedures, using proper grammar and format;
Ability to document actions, and to establish and maintain appropriate records;

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Ability to delegate responsibilities and duties appropriately, provide feedback and take follow-up actions;

Ability to evaluate performance, counsel subordinates, and apply discipline fairly and effectively;

Ability to provide effective leadership;

Ability to resolve conflicts among subordinates;

Ability to maintain effective working relationships with others;

Ability to coordinate or lead the work of co-workers, the public, and other workers (such as utility workers) in emergency and non-emergency situations;

Ability to take command and remain in command of an emergency situation under stress;

Ability to make decisions when no firm guidelines exist;

Ability to develop alternative courses of action;

Ability to accept constructive criticism;

Ability to take initiative, act decisively and assertively, and persevere;

Ability to be discreet and conscientious;

Ability to demonstrate emotional detachment in disturbing or troublesome situations;

Ability to effectively use the computer-aided dispatch system, a two-way radio, a cellular phone, and a mobile display terminal;

Ability to effectively use the Electronic Patient Care Record (ePCR) handheld device.

Training Division

Ability to maintain certification records on personnel and possess a strong knowledge in database development, management, entry, and query development;

Ability to develop and manage a budget with knowledge of line items, general fund and grants.

Working knowledge of certification and recertification process for Virginia OEMS, National Registry of Emergency Medical Technician, American Heart Association and International Basic Trauma Life Support;

Strong background in Emergency Medical Services (EMS) education and the ability to project future trends and needs in EMS.

Advanced Life Support

Knowledge of the EMS Manual and all related protocols and guidelines.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

High school graduation or a G.E.D. issued by a state department of education;

PLUS

Personnel currently at the rank of Fire Captain I (F-25) with two years of paid experience at that rank or a Fire Lieutenant (F-24) within the Fairfax County Fire and Rescue Department.

Refer to the Fairfax County Fire & Rescue Department's Professional Development Resource Guide an explanation of the promotional criteria that will be used for this rank.

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Possession of a Class “A” medical rating in the assigned medical group. For Class “B” and “C” medical ratings, accommodations will be considered on a case-by-case basis. A Class “D” medical rating will not be considered.

CERTIFICATES AND LICENSES REQUIRED:

Current certification as a Commonwealth of Virginia Emergency Medical Technician (EMT-B);

Certification as a Fire Officer III;

Certification as an Instructor II;

Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards;

Certification in cardiopulmonary resuscitation (CPR) and automatic electronic defibrillation (AED); AND

Possession of a valid Motor Vehicle Driver's License;

Successful completion of Incident Command System (ICS) 100

Successful completion of Incident Command System (ICS) 200

Successful completion of Incident Command System (ICS) 300

Successful completion of Incident Command System (ICS) 400

Successful completion of Incident Command System (ICS) 700

Successful completion of Incident Command System (ICS) 703a

Successful completion of Incident Command System (ICS) 800

Advanced Life Support

Certified as an Advance Life Support Provider at National Registry Emergency Medical Technician/I (EMT-I) or Emergency Medical Technician/P (EMT-P) OR as a Commonwealth of Virginia EMT-I or EMT-P;

Certification as a full Advanced Life Support (Status A or C)

Certification in Advanced Cardiac Life Support (ACLS);

Certification in Basic Trauma Life Support;

Certification in International Trauma Life Support (ITLS); AND

Certification in Pediatric Advanced Life Support (PALS).

Training – Emergency Medical Services

Instructor certification – CPR/AED, ACLS, PALS and ITLS;

The following certifications must be obtained within one year of appointment to the position, based on the availability of the training:

Training – Emergency Medical Services

Obtain Virginia Office of Emergency Medical Services ALS Coordinator certification;

Obtain Virginia EMT-B Evaluator certification;

Appointment as affiliate faculty with ITLS and AHA , ACLS and PALS;

Virginia OEMS instructor certification – Emergency Ops, MCIM II;

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Intelligence Officer

Acquire and maintain Virginia Crime Information Network (VCIN) certification
Eligible for and successfully complete security clearance requirements for “Top Secret” level.
(Process on average may take 12-18 months for completion.)

Communications Section

Certification in the operation of the Virginia Criminal Information Network (VCIN)
Certification as an Emergency Medical Dispatcher

Fire Inspections Section

Certification as a National Fire Protection Association (NFPA) 1031 Fire Inspector II in accordance with the standards of the Virginia Department of Fire Programs;
Certification in CORE Module in accordance with the Virginia Department of Housing and Community Development (DHCD) standards;
Must maintain continuing education requirements and maintain above certifications.

Fire Protection Systems Section

Certification as a National Fire Protection Association (NFPA) 1031 Fire Inspector II in accordance with the standards of the Virginia Department of Fire Programs;
Certification in CORE Module in accordance with the Virginia Department of Housing and Community Development (DHCD) standards;
Certification in Fire Protection Systems Inspector Module in accordance with the Virginia Department of Housing and Community Development (DHCD) standards
Must maintain continuing education requirements and maintain above certifications.

NECESSARY SPECIAL REQUIREMENTS:

Regardless of area of assignment, all uniformed fire and rescue personnel that are medically qualified for field duties as a firefighter must maintain a level of fitness sufficient to enable them to participate in fire suppression and rescue activities when the need arises, as demonstrated by successful completion of the Work Performance Evaluation (unless granted light duty due to illness or injury).

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REVISED:	June 4, 1998
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