

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 003167
Grade B2**

FIRE/RESCUE CAPTAIN

DEFINITION OF CLASS:

This is second level supervisory work in the delivery of fire/rescue services and involves supervision and management of staff engaged in fire suppression, EMS or other assigned fire/rescue program areas. Personal contacts are with other fire/rescue and emergency medical service (EMS) personnel to provide work direction, instruction, supervision and guidance; with supervisors to receive assignments, plan and coordinate work, and exchange information; with personnel of other emergency service agencies to coordinate firefighting and rescue efforts; and with the public to provide information and emergency assistance as required.

An employee in this class primarily serves as a supervisor of a shift at a fire/rescue station *and* as a unit officer in charge of a piece of equipment or apparatus and its crew. Work involves planning, providing direction and supervision to staff and assuring the implementation of and adherence to established policies and procedures. The work performed affects the rescue, health and safety of individuals and the preservation of structures and physical property. Work is performed in accordance with established policies and procedures, which are normally applicable but which may require modification by the employee in unusual situations. Assignments require initiative and resourcefulness, analysis, and assessment of problems and/or emergency situations and judgment in deciding upon appropriate courses of action. Work, which is performed on an assigned shift, requires periods of strenuous physical effort and involves exposure to heat, dirt, disease, confined spaces, heights and other unpleasant conditions. An employee in this class is exposed to the risk of serious injury, requiring the use of protective clothing and the strict observance of safety precautions and procedures. Work is performed under direction and is reviewed for compliance with instructions and established procedures.

Positions in this class performing advanced life support (ALS) duties as paramedics function either as countywide shift EMS coordinators or as shift or station supervisors. Positions in this class may also be assigned to other program areas within the Division of Fire and Rescue Services such as arson investigation, code enforcement, emergency communications, administration and training. When so assigned, employees serve as supervisors and/or perform technical fire/rescue work subject to similar guides and supervisory controls, and requiring similar analysis of problems and judgment in choosing appropriate courses of action; however, such assignments involve less exposure to unpleasant work conditions and hazards than assignments in emergency services.

EXAMPLES OF DUTIES: (Illustrative Only)

Fire Suppression:

- As a unit officer, responds to and supervises emergency incidents and fire alarms on an assigned shift: assumes command of fire/rescue personnel at the scene of an incident until relieved; directs the operation of cutting torches, hydraulic jacks, air compressors, and other emergency equipment; the

performance of rescues from hazardous sites and the rendering of emergency care; the containment, handling and removal of hazardous materials; and the transportation of victims to hospitals.

- Responds to fire alarms and other emergency or service calls on an assigned shift; supervises the layout and connection of water lines and nozzles, directing of fog or water streams, operation of water pressure pump, chemical lines, extinguishers, bars, rope lines, and other firefighting equipment; rides and when necessary drives fire/rescue vehicles.
- Determines and supervises the methods used in extinguishing a fire and saving lives unless relieved of command by a senior officer.
- Determines the methods used in resolving emergency situations in absence of higher level officers.
- Supervises and performs salvage operations at scenes of fire, such as covering furniture with salvage covers and using sawdust, brooms, mops, shovels, and other similar equipment.
- Supervises overhauling operations to ensure that fire is completely extinguished and that no walls or other structures in danger of falling remain at the scene of the fire.
- Supervises the replacement of broken or ruptured sprinkler heads to prevent unnecessary water damage.
- Supervises and performs fire code inspections of all types of building occupancies.
- Supervises and performs rescues from burning buildings and other hazardous sites.
- Supervises and renders emergency medical care.
- May be assigned to coordinate and supervise a variety of activities such as training or administration.
- Performs related duties as required.

Emergency Medical Services:

- Responds to fire/rescue and EMS alarms and other emergency or service calls; assumes command of the incident scene until relieved by a senior officer.
- Instructs paramedic and EMS personnel in new and current emergency medical techniques and practices.
- Evaluates the work and performance of first line EMS supervisors, ALS paramedics and other EMS personnel in the performance of emergency medical techniques through practical testing, conferences, and close observation.
- Coordinates implementation of established policies and procedures for operation of Mobile Intensive Care Units and Emergency Medical Units and other emergency rescue apparatus.
- Develops, administers and teaches EMS training programs.
- Performs related duties as required.

Training:

- Supervises and conducts practical training courses including, but not limited to, live firefighting; extricating trapped victims from vehicles, burning buildings, and subterranean areas; handling of toxic and flammable gases and chemicals; climbing aerial ladders; rappelling down buildings and other elevations; handling large diameter hose lines; driving emergency vehicles; and other hazardous evolutions; and EMS.
- Develops and administers fire/rescue service training programs.
- Prepares courses of instruction for assigned areas of fire/rescue service; studies and analyzes technical books and bulletins in order to develop sound training programs.
- Develops and writes training instruction manuals.
- Provides instruction on training courses and trains and supervises subordinate instructors.
- Provides recommendations, including technical data, for the improvement of apparatus, equipment, and general fire/rescue operation procedures and techniques.
- Prepares posters, charts, pictures, slides, and other visual aids for instruction purposes.

- Performs related duties as required.

Fire Prevention:

- Provides functional supervision to personnel assigned to fire prevention activities.
- Prepares and conducts fire safety talks and demonstrations for public, civic, and business organizations.
- Supervises specialized technical fire safety programs.
- Prepares written fire prevention and operational reports.
- Reviews plans and specifications for the construction of buildings and for chemical, gas, and flammable liquid installations as required.
- Inspects buildings during and after construction to assure compliance with fire safety requirements.
- Discusses fire safety provisions with contractors, architects, and property owners.
- Performs related duties as required.

Fire Investigation:

- Responds to fire alarms and other emergencies to make inspections and investigations.
- Supervises and participates in the investigation and sampling of flammable atmospheres and chemicals at the scene of an incident to determine cause and origin of the fire or explosion as required.
- Supervises and participates in surveillance and stakeout operations in relation to arson and suspicious fire investigations as required.
- Supervises case management and fire investigations as required.
- Organizes fire investigations with Police, State Fire Marshal, and other regulatory agencies as required.
- May testify as an expert witness in legal proceedings related to arson investigations.
- May serve as a bomb technician and/or supervise same.
- Performs related duties as required.

Emergency Communications:

- Provides functional supervision to personnel assigned to communications activities.
- Schedules work assignments of communications personnel to ensure appropriate staffing.
- Ensures compliance of communications activities with applicable laws, policies and procedures.
- Establishes and maintains liaison with other fire/rescue centers, outside agencies, and field operating components to ensure uniformity of understanding in communications operations and language.
- Coordinates the answering of fire/rescue, emergency medical and related calls and supervises the relaying of such calls for assistance by radio, telephone, or other alarm device to the appropriate fire department, rescue squad, or other agency.
- Performs related duties as required.

Administration:

- Provides administrative support to the Division of Fire and Rescue Services for directive and policy development, budget preparation, disciplinary action preparation, special projects, and other administrative support functions as required.
- Performs related duties as required.

Applicable to All Assignments:

- Plans, assigns and supervises the work of assigned personnel; orients and trains new members of the unit.
- As a station shift supervisor, conducts shift lineups, makes assignments, passes on orders and instructions, and implements planned shift activities.
- Counsels employees and resolves personnel issues; forwards serious personnel matters with recommendations to higher level officers for action.

- Provides functional supervision of an assigned program area or emergency service unit.
- Maintains activity records and prepares reports thereon.
- Compiles data for preparing budgets and may monitor budget expenditures.
- Maintains equipment and supply inventories and submits requisitions for resupply.
- May be assigned as a member/supervisor on a specialty team.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the organization, functions, rules, regulations, policies and procedures of the Montgomery County Fire and Rescue Service.
- Thorough knowledge of fire suppression, rescue principles, practices, apparatus and equipment.
- Thorough knowledge of local and State laws governing fire/rescue activities.
- Thorough knowledge of the geographic, climatic, and structural characteristics of assigned response area.
- Thorough knowledge of rescue and emergency medical principles, practices, apparatus and equipment.
- Thorough knowledge of emergency care techniques and methods and skill in their application.
- Thorough knowledge of emergency medical equipment and motor vehicle prevention maintenance techniques.
- Thorough knowledge of advanced life support techniques and skill in their application.
- Considerable knowledge of the principles and practices of personnel administration.
- Considerable knowledge of fire administration principles and practices.
- Ability to supervise fire/rescue personnel, to maintain discipline, to cooperate with other officers, and to exercise good judgment.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work in elevated and/or confined places, toxic atmospheres, and extreme heat.
- Ability to swim and stay afloat.
- Ability to analyze emergency situations and adopt decisive, effective, and reasonable courses of action.
- Ability to communicate tactfully and effectively with the public.
- Ability to successfully complete a test designed to assess the ability to maintain a level of physical fitness to perform critical physical tasks required of the position and to appropriately lead unit members or other subordinates in fitness activities.
- Ability, upon appointment, to obtain certification as a bomb technician for assignment to Fire Investigations if not already certified.

MINIMUM QUALIFICATIONS:

Experience: Satisfactory completion of two (2) years of career experience as a Montgomery County Division of Fire and Rescue Services Fire/Rescue Lieutenant.

Education: Successful completion of thirty (30) semester hours in a degree program at an accredited college or university.

Training: Successful completion of all training courses and certifications required for promotion to this class by the Montgomery County Fire and Rescue Service.

NOTE: All minimum qualifications for this class must be attained prior to the deadline for application for promotion to this class.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence as required by the Department of Fire and Rescue Services.
- Maintenance of State of Maryland certification as EMT-B.
- Maintenance of all other certifications as required by the Fire/Rescue Service.
- **For EMS Only:** Possession of State of Maryland certification as Emergency Medical Technician (EMT-P).

Note: There will be no substitutions for this section.

PROBATIONARY PERIOD:

Employees promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core I Exam with Drug & Alcohol Screen.*

*Successful completion of most recent physical examination and drug screen as required.

Class Established: July 1971

Revised: July 1976

June 1983

July 1987

April 1989

April 1990

July 1991

April 1993

Classification Study: February 1996 (M)

May 2000

August 2013

October 2014

Revised: Medical Protocol per OMS Review: November 2022

Formerly Titled: "Fire/Rescue Lieutenant"