CLASS TITLE: CAPTAIN

CHARACTERISTICS OF THE CLASS
Under direction, conducts all activities of a fire company; and performs related duties as required

ESSENTIAL DUTIES
- Conducts and trains subordinates in fire drills and inspection methods
- Supervises and performs fire prevention and investigation work to assure compliance with Municipal Code requirements
- Enforces all rules and regulations of the fire department company
- Writes inspection reports and notices of violation
- Supervises the maintenance, care and cleanliness of quarters, apparatus, tools and equipment
- Supervises the requisition, storage and inventory of supplies and equipment
- Lectures on firefighting methods, fire prevention and inspection
- Assumes command in absence of a Chief Officer
- Responds to fire alarms and directs fire apparatus operation and firefighting personnel

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience
- At least two years of service as a Fire Lieutenant; or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications
- None

WORKING CONDITIONS
- General office environment
- Extreme weather conditions
- Hazardous conditions
- Extreme heat
- Public safety work environment

EQUIPMENT
- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal Computers and related apparatus
- Firefighting personal protection and related equipment
- Firefighting equipment and apparatus
- Two way radios
- Hazardous material equipment

**PHYSICAL REQUIREMENTS**
- Stressful and physically demanding environment
- Strenuous firefighting work requiring physical strength, coordination, endurance and flexibility

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**
Some knowledge of:
- laws, rules, regulations, orders, directives, operational procedures, and labor agreements of the Chicago Fire Department
- personnel administration and management principles, policies, practices, and techniques
- applicable writing techniques
- applicable computer software packages and applications
Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**Skills**
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- INSTRUCTING - Teach others how to do something
- NEGOTIATION – Bring others together and trying to reconcile differences
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**
- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

**Other Work Requirements**
- INITIATIVE - Demonstrate willingness to take on job challenges
• ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace

• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
August, 2015