



Code: 8737
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Firefighting

CLASS TITLE: CAPTAIN

CHARACTERISTICS OF THE CLASS

Under direction, conducts all activities of a fire company, and performs related duties as required

ESSENTIAL TASKS AND DUTIES

- Duties related to Preparation and Planning of the Shift, including the following tasks:
 - Assigns personnel to firefighting responsibilities for the shift (e.g., nozzle person, hydrant person, driver) based upon an assessment of their capabilities, so as to maximize the efficiency of the company
 - Briefs oncoming/outgoing officer regarding company status (e.g., fire calendar, personnel issues, equipment needs)
 - Conducts roll call at the beginning of each shift
- Incident Alarm to Arrival Duties, including the following tasks:
 - Listens to radio communications to gain information about nature of fire/incident, condition of building/physical site, location and condition of victims, and location and actions of personnel
 - Plans actions en route to scene, considering initial communications, who is likely to be first on scene, relation to other resources on the way and in City, time of day, etc.
- Incident Arrival and Size-Up Duties, including the following tasks:
 - Sizes up a fire incident scene by observing extent and location of smoke and flames, noting wind, building type, contents, and exposure potential of adjacent structures to determine additional support personnel, other agencies (e.g., PD, utilities) and/or equipment needed at the scene
 - Assesses conditions of the incident scene (e.g., condition of building; softness of roof or floor; characteristics of smoke, heat, and fire; paths of extension; and means of egress) in order to ensure safety for companies at fire scene
- On-scene Incident Operations Duties, including the following tasks:
 - Provides information from inside the structure to the Incident Commander, including the extent of fire, whether additional resources are needed, and what needs to be done
 - Allocates crew to multiple tasks or a single task based on an evaluation of conditions at the fire/emergency
 - Directs firefighters regarding where to direct water and when to advance hose to extinguish fire
 - Directs firefighters to charge hose when it is in the proper position, if using a standpipe or sprinkler connections
- Search and Rescue Duties, including the following tasks:
 - Evaluates conditions to determine if it is safe for firefighters to proceed with rescue; conduct a risk assessment to determine go/no-go
 - Conducts primary and secondary search of fire building to ensure all victims are removed to safety
 - Determines priorities in rescuing victims when multiple victims are involved

- Duties related to First-Aid and Medical Care, including the following task(s):
 - Observes first-aid scene to determine what scene safety procedures need to be implemented to protect the crew (e.g., proper apparatus placement to block traffic)
- Salvage, Overhaul and Returning to Service Duties, including the following tasks:
 - Directs firefighters to pull down ceilings or to open walls to facilitate inspection to locate remaining fire, hot spots, or to release smoke and heat
 - Directs firefighters what equipment to use and how to proceed with overhaul, depending on type of building and extent of fire
 - Ensures decontamination of PPE from fire debris and possible carcinogens before returning to service according to policy
- Duties related to Supervision and Management of Personnel, including the following tasks:
 - Provides guidance and coaching to firefighters to address performance difficulties and deficiencies
 - Monitors firefighter's actions, behavior, and attire to ensure that they are consistent with department policies/procedures and fit for duty; this includes firefighters and officers on different shifts
 - Interprets and explains new guidelines, orders and policies to firefighters to ensure proper awareness of new standards
 - Coordinates day-to-day activities of the station or company (in-service training, public education, out-of-service apparatus, etc.) to ensure movement of personnel and apparatus, and coordinates with neighboring stations and response area while still ensuring appropriate coverage for emergency response
- Station and Administrative Duties, including the following tasks:
 - Creates and maintains records for inventory (e.g., lost, damaged, or stolen equipment), fuel, and supplies used in order to determine when materials need to be ordered
 - Reads e-mails and memos to learn about changes in practice, policy, procedure, or other information affecting the station or department personnel
 - Completes fire incident reports prior to the completion of the shift
 - Ensures that injured firefighters complete necessary accident/injury forms
 - Serves as point of contact for any "house issues"
- Training Duties, including the following tasks:
 - Selects appropriate training drills to address training needs of company and/or station personnel
 - Demonstrates equipment and procedures during drills in order to provide training for firefighters
 - Conducts orientation drills for specialized situations (e.g., rail transit drill, new high-rise building) to familiarize self and crew with situation and to achieve coordinated practice
- Community Engagement and Coordination Duties, including the following tasks:
 - Oversees fire drills at public schools or other buildings and provides feedback to enhance fire safety (e.g., collects and records data such as exit plan, number of occupants)
 - Explains CFD procedures and apparatus to other stakeholders as part of mutual aid and assistance

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

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Career Service status as a Fire Lieutenant, Lieutenant/EMT or Lieutenant/Paramedic of the Chicago Fire Department is required
- At least 30 months of service as a Fire Lieutenant, Lieutenant/EMT or Lieutenant/Paramedic is required at time of promotion

Licensure, Certification, or Other Qualifications

- Must have and maintain a valid State of Illinois driver's license with a minimum classification of "D" at the time of application

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
- Standing for extended or continuous periods of time
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge Areas:

- Knowledge of Administrative and Personnel Policies and Procedures, including:
 - Knowledge of Departmental order and other written policies and procedures (e.g., General Orders and addenda, Special Directives, Memoranda, SOPs, Rules and Regulations, Policies and Procedures, Code of Professional Conduct) necessary to manage and supervise companies in a standardized, fair, and efficient manner

- Knowledge of the Department's policies regarding standards of performance and conduct to know what behavior constitutes a violation of rules or policy and procedures
- Knowledge of proper Captain relief procedures necessary to ensure a smooth transition of command
- Knowledge of Incident Management Procedures, including:
 - Knowledge of the chain of command at all incidents necessary to ensure a coordinated effort among personnel at an emergency situation
 - Knowledge of incident command procedures sufficient to effectively command all companies in the duties necessary to mitigate the situation
 - Knowledge of Department response levels necessary to know what companies and equipment are associated with each level of response to determine what resources have been dispatched to a scene and what additional resources/level of response can be requested
- Knowledge of Incident Operations, including:
 - Knowledge of fire ground tactics necessary to know which tactics should be used to best mitigate an emergency situation, while maintaining safety of all companies and civilians
 - Knowledge of proper size up procedures sufficient to immediately take action upon arrival at a situation, to determine the appropriate tactics to use, and to recognize when further assistance is needed in order to effectively and efficiently mitigate the situation
 - Knowledge of company operations for each apparatus (e.g., truck, engine, rescue squad, tower, ambulance, etc.)
 - Knowledge of incident rehab procedures
 - Knowledge of rescue operations and procedures
- Knowledge of Building Construction, including:
 - Knowledge of building construction sufficient to recognize the type of building construction during incident operations and to determine the appropriate tactics to use in each situation to effectively mitigate the situation and ensure the safety of civilians and firefighting personnel
 - Knowledge of building mechanical systems, elevators, and utilities
 - Knowledge of wood construction, masonry and ordinary construction, steel construction, and concrete construction
- Knowledge of Local Fire Codes, including:
 - Knowledge of building services and systems; fire service features in buildings
 - Knowledge of Means of Egress
 - Knowledge of municipal and private fire protection systems (e.g., alarm systems, fire control panels, fire protection systems, sprinklers, alarms, etc.) sufficient to know which type are likely to be found in each type of building construction and to know how to operate the system or put a system back in working order
 - Knowledge of fire-resistance-rated construction
- Knowledge of Management and Supervision Principles and Techniques, including:
 - Knowledge of leadership principles, practices, and techniques
 - Knowledge of Department training materials (e.g., Training Bulletins, Academy Notes, Guides, Lesson Plans, other CFD publications) necessary to provide clarification, interpretation, and guidance to battalion/company personnel

- Knowledge of drill and evolution procedures necessary to oversee and conduct training sessions, to monitor the performance of personnel with regard to safety and correct use of equipment, and to provide helpful feedback
- Knowledge of Emergency Medical Operations
- Knowledge of Tools, Equipment, and Apparatus

Skill and Ability Areas:

- Critical Thinking*—Using objective analysis and evaluation of situations to identify problems, as well as approaches, conclusions or solutions to the problems; and Decision-Making—Using sound reasoning and judgment to decide upon a course of action or choice between several options; making a decision and committing to it with confidence, including:
 - Problem Sensitivity/Analysis
 - Problem Solving
 - Reasoning
 - Judgment
 - Decisiveness
- Leadership—Inspiring, guiding, and improving the performance of groups of employees by identifying a common goal or vision, encouraging employees expand their skill set, and maintaining a positive and productive work environment, including:
 - Influencing Others
 - Vision
 - Command Presence
- Personnel Supervision and Management—Day-to-day monitoring of personnel, as well as groups of personnel, to ensure the effective completion of assigned tasks and position-specific responsibilities, including:
 - Supervisory Skill
 - Management of Performance
 - Delegation
- Administrative Management Skill—Identifying, arranging and organizing necessary resources (e.g., material, personnel, financial) to accomplish goals and objectives in an effective and efficient manner, including:
 - Planning
 - Organizing Work
 - Prioritizing
 - Coordinating Work
 - Managing Time
 - Budgeting
- Interpersonal Skills*—Using one’s awareness of others’ reactions to oneself; understanding the position and opinions of others; and empathizing with others, both inside and outside one’s organization, to accomplish objectives or goals, including:
 - Relationship Building
 - Teamwork
 - Community Relations

- Conflict Resolution
- Interpersonal Sensitivity
- Cultural Sensitivity and Awareness
- Incident Operations—Using the appropriate tools, resources, strategies and tactics to effectively respond to emergency incidents, including:
 - Incident Management
 - Tactical Skill
- Oral Communications*—Communicating orally to convey information effectively, including:
 - Oral Expression
 - Presentation
- Written Communications*—Communicating effectively in writing to convey information effectively, as well as comprehending written communication sufficiently, including:
 - Written Comprehension
 - Written Expression
- Technical Skills—Using technology and equipment such as personal computer, cellular phones, radios, and other mechanical equipment to complete job tasks, including:
 - Mechanical Skill
 - Computer Skills

Other Job-Related Characteristics:

- Conscientiousness*—Thoughtful, careful/cautious, diligent and vigilant in regard to work and task performance. Exhibits a strong attention to detail. Maintains a strong work ethic, perseverance, productivity and desire to perform well. In addition, systematic and efficient
- Dependability (Work and Personal)*—Ability to follow through on work without prompt. Requires little oversight. Consistent and dependable in regard to personal actions and behavior
- Adaptability*—Ability to adapt and change to accommodate circumstances. Ability to demonstrate flexibility in behavior and action. Ability to quickly and efficiently determine an appropriate course of action to target a particular situation. Accepting and accommodating to change
- Honesty and Integrity*—Ability to act in an honest and fair manner. Willingness to accept responsibility for actions when things go wrong. Ability to display a high degree of integrity and professionalism in action and word
- Initiative*—Propelling oneself to pursue objectives and accomplish goals based on an internal drive to succeed
- Stress Tolerance and Composure*—Maintaining a calm and rational thought process and demeanor amid chaos or heightened levels of stress

NOTE: *The list of knowledge areas, skills, abilities and other job-related characteristics is not intended to be fully inclusive; there may be other aspects of these areas that are essential to particular positions within the class.*

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
March, 2023