

**TOWN OF WAYLAND  
POSITION DESCRIPTION**

**Title:** Fire Captain  
**Department:** Fire  
**Appointing Authority:** Fire Chief  
**Affiliation:** International Association of Firefighters  
**Grade:** F-5E  
**Personnel Board Approved:** 5/29/12

**Summary of Duties**

Professional, operational, administrative, and technical work associated with combating, extinguishing and preventing fires, professional work associated with rescue operations, as well as, professional, administrative, and technical work associated with serving as an Emergency Medical Technician; all other related work as required.

**Supervision Received**

Works under the policy direction and supervision of the Fire Chief in accordance with the applicable provisions of the Massachusetts General Laws, local bylaws and rules and regulations of the department.

**Supervision Exercised**

Directly and regularly supervises a Fire Lieutenant and all Firefighters assigned to their duty shift. Supervises all fire department personnel at incidents until relieved by the Chief or Deputy Chief. Has full operational authority and responsibility in providing for safe, effective and efficient firefighting, rescue and emergency medical service delivery, unless and until relieved of such command by the Deputy Chief or Chief of Department.

**Job Environment**

Non-emergency duties are often performed under typical station conditions; firefighting, rescue and emergency medical services are conducted in the field with exposure to various weather, environmental and other hazardous conditions associated with the situation at hand. Required to work evenings and weekends and holidays and for extended periods of time, which can extend beyond their regularly scheduled hours.

While off duty, remains on call in order to respond to emergency situations beyond the scope and ability of the normal duty staffing,

Both operates and supervises the operation of departmental vehicles; utilizes and supervises the utilization of a wide variety of firefighting apparatus and associated tools, as well as, associated rescue and emergency medical equipment; operates computers and standard office equipment.

Has frequent contact with the general public, often during stressful or emotional situations. Contact may be made verbally and/or in writing.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Performs all the primary duties of a Fire Captain assigned to command a working shift. The duties of the Fire Captain as defined in this position description include but are not limited to the items specifically identified.

Responds promptly to fire alarms and other emergency calls to establish command of the incident in order to provide for the safe, effective and efficient delivery of required services; responds to recall to duty orders when major incidents require off duty personnel to return to duty when able to do so.

Supervises the delivery of emergency medical services as required and in accordance with the standards established for a licensed emergency medical technician; works with and assists other emergency medical service providers including paramedics and emergency room staff members.

Oversees the operation of all fire apparatus in accordance with departmental policies, applicable laws and regulations, as well as, accepted safety standards.

Supervises the safe, effective and efficient operation of all firefighting, rescue, and emergency medical appliances, tools, devices, etc. in accordance with departmental polices applicable laws and regulations, as well as, accepted safety standards.

Enters and works within burning buildings, confined spaces, and other hazardous environments, typically associated with firefighting, rescue or emergency medical service field operations working as the team leader to save life and protect property.

Advances hose lines, conducts search and rescue operations, raises and climbs ladders, operates hose lines, performs forcible entry, climbs, crawls, carries and drags as needed to complete firefighting and rescue operations.

Communicates effectively and efficiently with supervisors and subordinates during both emergency and non-emergency situations.

Performs the specific staff duties assigned to the individual supervisor. Each Fire Captain is given at least one specific staff function to oversee in addition to his or her line responsibilities. (*Examples of specific staff supervisory functions include but are not limited to: Training Officer, Emergency Medical Services Coordinator, Lead Fire Investigator, Department Safety Officer, Scheduling Officer, Disease and Infection Control Officer, House Captain for headquarters, House Lieutenant for station 2, Communications and Technology officer, Public Education Coordinator, supply officer and quartermaster.*)

Writes and reviews the reports of subordinates relative to actions taken and services rendered in the performance of duty in both emergency and non-emergency situations in accordance with departmental policy.

Conducts the training necessary to acquire and demonstrate those skills required of all personnel assigned to the shift and in accordance with prescribed training methods and safe practices.

Supervises the cleaning, servicing and inspection of personnel protective clothing, self-contained breathing apparatus, rescue apparatus, appliances, tools, devices used in the performance of firefighting, rescue or emergency medical service delivery.

Directs the general cleaning of fire department facilities, apparatus and equipment, in accordance with department regulations.

Leads company level inspections and facility familiarization tours in accordance with established inspectional practices.

Performs similar or related work as required or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education:**

High school diploma.

A demonstrated commitment toward continuing education and training in the associated fields of firefighting, fire safety, emergency medical and rescue services is highly desirable.

#### **Experience:**

In conjunction with the successful completion of the required Captain's promotional exam, 1 year service as a Wayland Fire Lieutenant is required in consideration for advancement.

**Licenses/Certificates:**

Must possess all the licenses and certificates as identified in the Firefighter position description.

**Knowledge, Abilities and Skills:**

Must possess all the knowledge, skills and abilities as identified in the Firefighter position description.

Knowledge of the rules and regulations, standard operating procedures and suggested operational guidelines of the Wayland Fire Department.

Knowledge of firefighting principals, practices and procedures.

Knowledge of the geographical layout of the Town of Wayland, street names, numbers, hydrants locations etc.

Knowledge of the fundamental operation of fixed fire detection and suppression commonly used throughout the Town of Wayland.

Ability to direct and supervise subordinates, work cooperatively with fellow department personnel as well as other public safety personnel and municipal employees.

Ability to train and instruct fire department employees in modern firefighting principals, practices and procedures.

Ability to make life and death decisions in emergency situations.

Effective verbal and written communication skills.

Ability to direct the work of Firefighters and subordinate officers pending the arrival of a superior officer.

Skill to perform the basic functions of firefighting, rescue and emergency medical services.

**Physical Requirements**

This position requires extreme physical exertion with the ability to lift and carry heavy objects while wearing protective clothing and self-contained breathing apparatus; possible exposure to extreme temperature changes, toxins, hazardous materials and contagious diseases. (See Firefighter job description for additional physical requirements).

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change with agreement by the employee and the union, as the needs of the employer and requirements of the job change.*