



Taylors Bridge Fire Department, Inc.  
Standard Operating Guidelines

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Date: **01/01/05**  
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Revision: **A**

## Captain

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## 1.0 Purpose

- 1.1. Assists the Assistant Chief in managing the daily operations of the Fire Department.

## 2.0 Supervision Received

- 2.1. Works under the general guidance and direction of the Assistant Fire Chief.

## 3.0 Supervision Exercised

- 3.1. Supervises firefighters through subordinate officers.

## 4.0 Essential Duties & Responsibilities

- 4.1. Supervises and coordinates activities of the Taylors Bridge Fire Department firefighters and participates in firefighting activities:
- 4.2. Inspects station house, buildings, grounds, and facilities, and examines fire trucks and equipment, such as ladders and hoses, to ensure compliance with departmental maintenance standards.
- 4.3. Responds to fire alarms and determines from observation nature and extent of fire, condition of building, danger to adjacent buildings, and source of water supply, and directs firefighting crews accordingly.
- 4.4. Directs and supervises firefighters at fire station and fire scenes.
- 4.5. Assists in the training of subordinates in the use of equipment and methods of extinguishing all types of fires.
- 4.6. Assists in the evaluation of the efficiency of personnel.
- 4.7. Compiles report of each fire call, listing location, type, probable cause, estimated damage, and disposition and completes other reports as necessary.
- 4.8. Assumes command of fire scene and fire station in the absence of superiors.
- 4.9. Supervises the inspection, cleaning, and replacement of tools and equipment following a fire.



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4.10. Participates in individual and group advanced training.

## 5.0 Peripheral Duties

- 5.1. May act as Assistant Chief in his or her absence.
- 5.2. May administer first aid and artificial respiration.
- 5.3. Fills in for other positions within the department.
- 5.4. Attends conferences and meetings to keep abreast of current trends in the field.
- 5.5. Represents the Fire Department in a variety of local, county, state and other meetings.
- 5.6. Performs the duties of command personnel as needed.
- 5.7. Performs other related duties as required.

## 6.0 Desired Minimum Qualifications

- 6.1. Education and Experience:
  - 6.1.1. High School Diploma or GED equivalent.
  - 6.1.2. Four (4) years of fire management experience, two (2) of which must have been equivalent to Lieutenant with the Taylor's Bridge Fire Department and
  - 6.1.3. Completion of the Firefighter I and II, and
  - 6.1.4. Any equivalent combination of education and experience.
- 6.2. Necessary Knowledge, Skills and Abilities:
  - 6.2.1. Thorough knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
  - 6.2.2. Working knowledge of first aid and resuscitation techniques and their application.
  - 6.2.3. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
  - 6.2.4. Skill in the operation of the listed tools and equipment.
  - 6.2.5. Ability to train and supervise subordinate personnel.
  - 6.2.6. Ability to perform work requiring good physical condition.
  - 6.2.7. Ability to communicate effectively orally and in writing.



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- 6.2.8. Ability to exercise sound judgment in evaluating situations and in making decisions.
- 6.2.9. Ability to establish and maintain effective working relationships with other firefighters, officers and general public.
- 6.2.10. Ability to meet the special requirements listed below.

## 7.0 Captain Promotion

- 7.1. After five (5) years of fire management experience, three (3) years of which must have been continuous service as a Captain with the Taylors Bridge Fire Department and
- 7.2. After completion of Firefighter I & II, Captains are eligible for promotion to the officer positions listed below.
  - Assistant Chief
  - Deputy Chief
- 7.3. After ten (10) years of fire management experience, seven (7) years of which must have been continuous service as a Captain with the Taylors Bridge Fire Department and completion of Firefighter I & II, Captains are eligible for promotion to Fire Chief.

## 8.0 Special Requirements

- 8.1. Must possess, or be able to obtain, a valid North Carolina Driver's License.
- 8.2. Required to complete Incident Command System (ICS) training every three (3) years.
- 8.3. Must obtain Emergency Vehicle Driving (EVD) certification and continue certification every three (3) years.
- 8.4. Must complete Rescue Technician (RT) within three (3) years of elected date.
- 8.5. Ability to meet Departmental physical standards.

## 9.0 Tools & Equipment Used

- 9.1. Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.



## 10.0 Physical Demands & Work Environment

- 10.1. *The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*
- 10.2. While performing the duties of this job, the Captain is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- 10.3. The Captain is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- 10.4. The Captain must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- 10.5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- 10.6. While performing the duties of this job, the Captain occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- 10.7. The noise level in the work environment is moderate in office settings, and loud at an emergency scene.
- 10.8. *The duties listed above 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.*
- 10.9. *The job description does not constitute an agreement between the Fire Department and Captain and is subject to change by the Taylors Bridge Fire Department as the needs of the Fire Department and requirements of the job change.*