



4012 Whitfield Road
Chapel Hill, NC 27516
(919) 493-1001
www.newhopefire.com

New Hope Fire Department

JOB POSTING

FIRE CAPTAIN

DEFINITION

Under direction from the Fire Chief, the fire captain commands all activities of the engine company and personnel assigned to his/her shift. As a paid member of the New Hope Fire Department, it is the responsibility of the shift captain to maintain control of his/her shift, to insure safety, to respond to emergencies, to minimize losses associated with fire, to perform rescue operations, to treat and stabilize victims of medical emergencies and to demonstrate compassion, concern, understanding and patience for all citizens in every situation encountered. Shift captains are also responsible to provide clear, concise directions to fire fighters as well as mutual aid companies at fires, wrecks, severe weather events and other emergencies as well as good intent responses.

During his/her assigned shift, the shift captain is also responsible for the supervision and direction of paid and volunteer personnel on emergency incidents and as they perform routine station duties and carry out assignments pertaining to apparatus maintenance, equipment and facility maintenance and other activities, as may be assigned to the shift by the Fire Chief.

The shift captain shall work a 24 hour rotation of working one day on and one day off, for a total of three days on shift. After the third day of the 24 hour shift, they will be scheduled for a four day break. At anytime, the fire chief may need to assign overtime or holdovers from the normal work shifts, to maintain staffing levels or for other unforeseen situations. Shift changes shall take place at 8:00am each workday.

ESSENTIAL JOB FUNCTIONS

THE SHIFT FIRE CAPTAIN DUITES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Responds to fires, alarms, medical emergencies and any other dispatched calls for assistance in the New Hope Fire District. These duties include mutual aid calls, whether responding to mutual aid or receiving mutual aid assistance. Participate in and direct fire suppression activities to protect life and property by controlling and extinguishing fires.
2. Commands the activities of his/her assigned shift personnel and volunteers responding to all incidents, to insure that all safety guidelines are followed.
3. Supervises and assists with the cleaning of quarters, apparatus and equipment.
4. Maintains discipline on his/her assigned shift, following all guidelines, rules and regulations of the Department

5. Responsible for writing clear and concise incident reports, entering all daily activities in Firehouse and any other records which occur on his/her shift. All incident reports are to be entered in Firehouse before end of the work shift.
6. Keeps abreast of the location of streets, fire hydrants, static water points, alarms systems, special hazards, high risk hazards, etc. in the response area.
7. Operates department vehicles and equipment in a safe and lawful manner.
8. Greets and assists the public in a helpful and positive manner.
9. Assists with training when his/her shift falls on a training night or pre-assigned training exercise. Conducts training on shift to ensure compliance with state mandated training.
10. Always conducts himself/herself in a professional manner, within the New Hope Professionalism Policy guidelines for paid employees.
11. Responsible for the issuing of department equipment and records retention
12. Fire captains maintain all records and maintenance of all SCBA equipment, communications equipment, medical responder equipment, fire suppression equipment and apparatus maintenance as assigned by the fire chief
13. Must pass a district knowledge review each year with a passing grade of 70% or better
14. Knowledge of rural water supplies and pressurized hydrants to include drop tank operations, drafting from water points and developing water supplies from pressurized hydrants.
15. Complete any other duties as prescribed by the Fire Chief.

EDUCATION/TRAINING:

Possession of a high school diploma, or GED certificate, required.

Three years of fire suppression experience, required.

One year of supervisory experience as lieutenant or higher, preferred

LICENSES and CERTIFICATES:

NC Level II Firefighter Certification

NC Fire Officer I Certification, within 18 months of employment.

NC Emergency Vehicle Driver Certification

NC Driver/Operator Pumps Certification

NC Medical Responder Certification

NC Hazardous Materials Responder I

NIMS 100, 200, 700, 800

Valid NC Class B Driver's License

Applicants shall provide a certified copy of criminal history and driving record for the last five (5) years, required.

WORKING CONDITIONS

A person in this position must be free from any physical, emotional or mental condition, which might adversely affect the ability to perform the essential job functions.

Work during emergency events, in adverse and dangerous environments. Work in intense life-threatening conditions. Work in inclement weather conditions. Work subjected to exposure of hazardous materials, dangerous persons, bodily fluids and noise. Work may require running, walking, crawling, climbing, stooping, twisting, bending, lifting and sitting for long periods of time. Work in an office environment to perform administrative duties.

Benefits and Pay Range

Health insurance and dental insurance
Retirement package
Accident/Sickness Coverage
NC Fire and Rescue Squad Workers Pension Fund
Paid Compensatory Leave
Paid Vacation Leave
Paid Sick Leave
Paid Family Leave
Paid Educational Leave

Hiring Range

\$ 42,020 to \$ 42,873 DOQ

Applicants must submit a completed application, resume, copies of certifications, certified criminal history and driving record. Employment offer is dependent upon submittal of a complete application, successful completion of job interview and assessment, background checks, and drug test.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED, COMPLETED APPLICATIONS ARE TO BE MAILED TO:

**NEW HOPE FIRE DEPARTMENT
PO BOX 16484
CHAPEL HILL, NC 27516
ATTN: FIRE CHIEF**