



## FIRE CAPTAIN

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### **NATURE OF WORK IN THIS CLASS**

This is responsible supervisory work which involves directing and supervising a component, shift, fire station, or group of Fire Fighters; including equipment and apparatus contained within assigned company. Responsibilities also include directing and supervising assigned company's activities and performance. This is highly difficult technical work involving the training of Fire Suppression, Rescue Operations, and Emergency Medical Services personnel in the writing, interpreting, and enforcing of fire control laws within the Territory of Guam.

Employees in this class work with considerable latitude in the exercise of independent judgment in conducting difficult rescue operations, inspections of complex occupancies, and interpret and apply; on a relatively high technical level, fire prevention regulations and procedures. Work is performed in accordance to established departmental policies and procedures. Work is reviewed for compliance with applicable laws, rules, regulations, policies, and procedures through conferences, inspections, and submission of reports. Work entails responsibility for the protection of life and property during emergencies and the performance of other related work during normal standby operations.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Responds with assigned company and directs its activities; as first arriving officer, the position is responsible for the initial size-up, adequacy of response, and the deployment of men and equipment until relieved by a superior officer.

Investigates and generates reports regarding the nature and cause of fires, including reporting on damages incurred, property saved, and other pertinent information.

Investigates fires to determine cause, factors influencing its spread, origin and necessary corrective measures to be taken.

Plans, schedules, and directs assigned company's fire prevention programs such as inspection of public buildings for the purpose of detecting and recommending the immediate removal of possible fire hazards and the enforcement of other fire prevention and safety measures.

Plans, schedules, and directs assigned company's training activities by conducting periodic fire drills and in-service training to personnel and may assist in directing training activities at the Fire Academy and fire stations.

Plans, schedules, and directs assigned company's pre-fire planning by making periodic inspections of the various districts in order to become more familiar with the location of fire hydrants, sprinkler systems, standpipe connections, and the physical layout of buildings, etc.

Supervises, coordinates, and participates in activities of pre-hospital emergency medical care providing intermediate life support services.



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Informs assigned company of department directives, orders, and policies; and ensures compliance.

Inspects personnel and equipment to ensure conformance to standards and proper proficiency and readiness in emergencies, unusual circumstances, and special events.

Inspects designated buildings, premises, and processes for conditions affecting the origin and spread of fires or explosions, inclusive of the impeding of egress and the maintenance of fire control systems and appliances.

Receives and processes complaints from the public regarding various fire hazards.

Conducts studies with regard to the efficiency and effectiveness of operating procedures and methods; submits recommendations for improvement through channels to the appropriate superior officer.

Conducts research to originate or revise fire prevention laws, procedures, and equipment.

Conducts certificate of fitness examinations with persons applying for explosive handler's permits.

Acts as a consultant to the public with regard to fire safety measures to be implemented for either proposed facilities for construction or the rehabilitation of existing facilities.

Provides technical assistance and advice to all department and bureau subdivisions.

Trains and educates personnel from industrial, commercial, institutional, and government facilities in methods of basic fire suppression, prevention and first aid.

Enforces statutes and other ordinances for the safe transportation of hazardous materials and safe blasting operations.

Processes applications for fire permits, general approvals, and fire code variances.

Processes permit applications for private fire hydrant systems.

Coordinates Attorney General hearings and court cases regarding the violation of the Territorial Fire Prevention Code.

Evaluates the need for installation and relocation of fire hydrants and mains.

Maintains liaison with government and private institutions concerning fire protection and life safety matters of mutual responsibility and interest.

Maintains files of all Fire Inspection Reports on industrial, commercial, government, and other occupancies.

Maintains necessary records and reports.

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Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of contemporary principles, practices, and methods of fire administration, organization and operation.

Knowledge of departmental operating procedures, rules and regulations.

Knowledge of the technical aspects of fire suppression, prevention, rescue and ambulance operations.

Knowledge of the principles of heat engineering, hydraulics, chemistry, and industrial production.

Knowledge of the legal aspects of inspection work.

Knowledge of first aid principles, practices, and techniques.

Ability to effectively supervise subordinates.

Ability to organize, assign, and direct work operations.

Ability to perform technical and other highly complex surveys of businesses, large buildings, including handling technical matters in connection with the issuing of permits and licenses.

Ability to perform engineering and research work which may include reviewing of building plans, considering code deviations, approving devices, and testing of devices and materials.

Ability to develop and maintain a reference library; research problems which arise during inspections or the conducting of fire surveys and write and amend various fire codes.

Ability to maintain charts and reports which would provide materials suitable for fire prevention education and aid in analyzing the work of assigned company.

Ability to make sketches of buildings following standard fire protection plan notations.

Skill in the use, operation, and care of fire suppression equipment and apparatus.

**MINIMUM EXPERIENCE AND TRAINING**

- A. Two years of experience as a Fire Service Specialist and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or
- B. Two years and five months of experience as a Fire Service Specialist and completion of forty-five (45) semester hours of college credits from an accredited institution; or



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- C. Three years and six months of experience as a Fire Service Specialist.

**NECESSARY SPECIAL QUALIFICATIONS:**

- A. Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4).
- B. Must possess a valid driver's license.

**In addition to meeting the NSQs above, the following Certifications below are required. [NOTE: All certifications listed below with the exception of the (NREMT) EMT (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited:**

National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification

Hazardous Material Incident Commander

Fire Inspector I

Fire Instructor I

Fire Officer II

**ESTABLISHED:                      JANUARY 1974**

**AMENDED:                         NOVEMBER 2016**

**PAY GRADE:                        ML04 Step 1**

**STATUTE:                         10 GCA §72105.4**

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>EI2</b>	<b>200</b>
	<b>PROBLEM SOLVING:</b>	<b>D3 (33%)</b>	<b>66</b>
	<b>ACCOUNTABILITY:</b>	<b>D1S</b>	<b>87</b>
	<b>TOTAL POINTS</b>		<b>353</b>

This standard revises and supersedes the standard established JANUARY 1974 and amended November 1982, December 1989, November 1991, January 1995, January 1996, July 2000, May 2001 and September 2002.

**CHRISTINE W. BALETO, Director**  
Department of Administration