St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-02-09	Fire Captain
Document Type:	Job Descriptions
Status:	
Issued By:	Fire Chief/Director
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Section:	02 Department Job Descriptions
Title:	09 Fire Captain

Purpose

To outline the duties and responsibilities of the position of Fire Captain.

Background

This replaces POG # 01-02-09, "Fire Captain", dated 2009/03/18.

Procedure

FIRE CAPTAIN

The Fire Captain shall be the commanding officer in an assigned station during his/her tour of duty.

Duties

1. First arriving Fire Captain shall be the Incident Command Officer at all incidents and will initiate "Incident Command" Operations, until relieved by a ranking superior officer when required. He/she shall ensure the IC vest is worn at all times.

2. Responds to all fire and emergency calls within the district and to any other area when requested.

3. Ensures the Firefighter Accountability System is initiated at the start of each working day.

4. Ensures that all incident reports are completed prior to the end of his/her regular shift, where possible, or the next working shift, unless the incident report is needed due to the seriousness of the call.

5. Ensures that the Roster is kept up-to-date as changes occur throughout his/her shift.

6. Ensures that good order is maintained and that all orders and directives are adhered to by personnel under his/her command.

7. Reports to his/her immediate supervisor any changes affecting his/her shift complement, including early relief of staff, persons covering for late staff, short-term changes of hours among staff, and staff who are AWOL at 08:00 am daily.

8. Ensures that his/her crew confirms and reports that all equipment is functional, working properly and any deficiencies are reported to his/her superior.

9. Reports in writing to his/her immediate superior any violation of orders or rules as laid down by the Fire Chief (Director) or his/her designate.

10. Initiates all rescues when responding to emergency calls and shall do so immediately upon arrival.

11. Makes written detailed reports on the prescribed forms on all matters when required.

12. Ensures that all required documentation for his/her shift is properly recorded and said records are properly maintained during his/her tour of duty.

13. Should be innovative in drafting POGs, and other relative proposals for consideration.

14. Calls his/her shift to attention and conducts roll call upon commencement of his/her tour of duty. All pertinent information shall be read out and properly posted and recorded as required. He/she shall ensure that the dress code, as outlined in the POG Manual, is adhered to at all times.

15. Maintains a good knowledge of the *City of St. John's Act*, *St. John's Fire Department By-Law (*1362), Rules and Regulations, Policies and Operational Guidelines of the Department, the current Collective Agreement and any other applicable policies, procedures or legislation.

16. Has a good knowledge of all fire fighting procedures, all Departmental training manuals and other technical data at his/her disposal.

17. Conducts training sessions both in class and on the training grounds assigned by the Training Officer as laid down by his/her Superiors.

18. Assists his/her Superiors in meeting the goals and objectives of his/her division which reflect and are consistent with overall Departmental policy.

19. An Acting Fire Captain shall perform all the duties and functions and assume all the responsibilities of a Fire Captain. A Fire Captain has authority over an Acting Fire Captain.

NOTE:

A Fire Captain and/or Acting Fire Captain has no authority to loan SJRFD clothing and/or equipment to outside agencies at any time without prior approval of the Platoon Chief or the Deputy Fire Chief.

Approvals
Fire Chief/Director

Approval Date
2017/08/24

Responsibility
St. John's Regional Fire Department

POG #01-02-09
Approved by:

Jerry F. Peach — Date: Aug 24/2017
Fire Chief
Director of Regional Fire and Emergency Services

Signature on File

Appendix/Appendices
None