



GLASTONBURY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES



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REVISION #: 0                                      REVISED DATE:                                      EFFECTIVE DATE:  
CATEGORY: PERSONNEL  
SUB-CATEGORY: JOB DESCRIPTION  
SUBJECT: CAPTAIN  
RELATED GUIDELINE: PER-001

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Section I – Introduction

A. Objectives

To identify the job description associated with the position of Captain, which shall include the essential job functions, additional job functions, emergency response duties, non-emergency response duties, knowledge, skills, abilities, and the physical and mental effort along with environmental conditions.

A Captain will complete these duties in accordance to the Town of Glastonbury Fire Department's mission statement, and its core values of Commitment, Respect and Integrity.

B. Applicability

The job description is an outline of the roles and responsibility of a Captain within the Glastonbury Fire Department.

C. Reference

Suffield Fire Department – Job Description for Captain  
Hebron Fire Department – Job Description for Captain

Section II - General Description

A Captain is the second level of supervision in the overall operational chain of command. In the absence of a higher ranking officer, the Captain, on arrival of any incident may assume the responsibilities as the Incident Commander. The Captain is responsible for overseeing an assigned fire company, which includes the fire station's building and grounds, assigned apparatus, equipment and personnel. They shall maintain a leadership role, promote and encourage discipline, safety and training of personnel for the effective and efficient operation of Department activities.

In the role of Captain, they will oversee Department Lieutenants and members assigned to, or working directly within either an engine, ladder, rescue or other company. Responsible to review disciplinary recommendations of the assigned Company Lieutenants. Monitors and observes assigned company's activities, ensuring that they are in

conformance to department standards. Ensures that assigned first line supervisors (Lieutenants) and members perform assigned duties in conformance with federal, state, county, and town laws and ordinances.

The examples of duties are intended only as illustrations of the various types of work 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.

### Section III - Essential Job Functions:

- Responsible for oversight at the Company level, which includes management of assigned personnel (Lieutenants, firefighters and support), as well as the building, apparatus and equipment in the assigned fire station.
- Responds to emergency incidents, performs complex tasks during life threatening emergencies both as a member of a team and independently to control or extinguish fire, rescue people and deal with other emergency conditions that may arise.
- Performs rescue work in various emergencies and assists in emergency aid to the injured when primary emergency medical response agencies are not available or require assistance.
- Operate department apparatus, which shall include pump and other equipment, such as hand tools.
- Participates in Department's drills and outside training in order to maintain and enhance individual skill sets, as well as safely performing firefighting and rescue techniques, and related subjects.
- In the absence of a superior officer, a Captain is responsible for Fire Department operations at an incident until released by superior fire officer or until the incident is terminated.
- On completion of assigned task(s), report to immediate incident supervisor.
- Upon release from an incident, directs Company personnel to return equipment and vehicle back to readiness for service.
- Ensure members sign attendance form(s). Review attendance forms and complete in accordance with Department guidelines Command System.
- Strong written and verbal communication skills commensurate with the position.
- Possess and be able to demonstrate strong interpersonal skills, able to work in harmony with others in a professional manner.
- Considerable knowledge of the methods of organization, planning, management and supervision.
- Considerable initiative and imagination
- Ability to meet Departmental physical standards

### Section IV - Additional Job Functions:

Additional job functions shall include, but are not limited to the following:

- Participates in pre-plan preparation.
- Completes forms and reports to document emergency incidents and other information pertinent to duties and assignments.
- Oversees behavior and conduct of individuals while in or around station.
- Ensures compliance with Department's rules and Standard Operating Guidelines.
- Perform other duties as assigned.

### Section V - Emergency Response Duties

- Ensures that the assigned apparatus is responding to the incident in the most direct and safest route.
- On arrival at an incident, either establishes Incident Command or obtain an assignment from the Incident Commander, coordinate assigned personnel into functional team(s) and whenever possible stay in direct contact with personnel in carrying out assigned tasks.

- Direct personnel to function safely and effectively while performing assigned tasks, give routine progress reports to immediate incident supervisor.

#### Section VI - Non-Emergency Response Duties

- Develop monthly schedule for performance of routine inspections of assigned apparatus and equipment in accordance with Department guidelines.
- Review inspection reports to ensure inspections are complete; forms are properly completed; all deficiencies corrected and forms appropriately filed.
- Delivers all required paperwork to appropriate officer as required by Department's Standard Operating Guidelines.
- Attends training and education programs commensurate with their duties and responsibilities to enhance their professional development and department operations.
- Check general condition of vehicle and equipment for compliance with test and maintenance requirements and overall condition and readiness for response.
- Schedule work details as needed.
- Conducts a minimum of six (6) Company-level training exercise per year.
- Attends scheduled Officer's meetings.
- Schedule, coordinate, oversee and document yearly inspections of personal protective equipment, radios and other Department equipment assigned to Company personnel in accordance with Department guidelines.
- Schedule, coordinate, oversee and document inventory of all equipment on assigned apparatus.
- Schedule, coordinate and oversee training of personnel for Driver/Operator of assigned apparatus in accordance to Department guidelines.
- Assist in the maintenance of Department inventory through the updating of electronic inventory and maintenance records.

#### Section VII – Knowledge, Skills and Abilities

- Ability to handle responsibilities and lead effectively as an Incident Commander.
- Ability to maintain discipline through example and acceptable leadership skills, while applying sound supervisory principles and practices.
- Ability to detect problems, analyze situations, recommend and implement solutions to problems.
- Ability to give clear and accurate directions, understand, interpret, properly apply and follow guidelines and detailed instructions.
- Ability to gain cooperation from people and demonstrate interpersonal and communications skills to manage personnel.
- Knowledge of department rules, regulations, and procedures.
- Ability to conduct training classes.
- Able to complete reports accurately and in a timely manner.
- Ability to use Department's software systems in performance of duties.
- Demonstrate quality oral, written and electronic communication skills.
- Ability to accept responsibility.
- Ability to handle emergencies in a calm and professional manner.

#### Section VIII – Physical and Mental Effort along with Environmental Conditions

A Captain will be expected to:

- Complete an annual interior firefighter's physical.
- Ability to lift 50 pounds frequently and 75 pounds occasionally.
- Specific vision abilities required for this job include close vision and ability to adjust focus.

- Must be able to read and interpret documents and write reports and correspondence.
- Will regularly interact with people about matters that generate conflict and disagreements.
- Must be able to be firm, but flexible and endure stress while maintaining a courteous and positive attitude.
- Must be able to work long hours as needed and attend evening meetings.
- Must be able to respond to and be able to carry out duties at emergency scenes for which the department responds.
- May include climbing stairs and walking outdoors on uneven and sometimes hazardous terrain.
- The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
- Work is performed either inside or outside, in all weather conditions, and in emergency and stressful situations.
- Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- 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.
- Noise level in the work environment can range from a quiet setting to loud during an emergency incident.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform Essential Duties with or without reasonable accommodation.

Section IX – Approval

Fire Chief



Date of Approval

12-22-21