



CLASS SPECIFICATION

Class Code: 17154
Date Est: 11/2011
Last Rev: 08/2026
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

FIRE CAPTAIN

DEFINITION

Under general supervision, supervises and performs operational, technical, administrative, firefighting, and fire prevention activities; may be assigned as a Fire Suppression Captain or Training Captain; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

All Qualified applicants will have met the following provisions and then shall be eligible to test for the position of Captain:

- Six (6) years of District seniority
- Qualified as a “Fire Engineer” OR have completed Engineer Development School (EDS)
- Successfully completed Officer Development School (ODS)

LICENSE OR CERTIFICATE

Required at time of application:

- A valid driver’s license.
- Fire Officer I Certification from the State of Nevada or International Fire Service Accreditation Congress (IFSAC).
- Hazardous Materials – Operations certification.
- Possession of a valid Nevada or National Registry Emergency Medical Technician Basic or higher-level certificate.
- CPR certification with hands-on skills assessment.

Required at time specified below:

- Must obtain a Nevada Driver’s License with “F” endorsement or equivalent that complies with the Nevada Department of Motor Vehicles’ requirement upon completion of probationary period.
- Must obtain NWCG Engine Boss qualification by August 31, 2026. Beginning September 1, 2026, this will be required at time of application.

SUPERVISION EXERCISED

Exercises direct supervision of assigned staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Supervises the response to fires and other emergency or public assistance incidents and coordinates personnel in hose laying, ladder operation, ventilation, extinguishment, extrication, salvage, and other activities; directs and coordinates emergency scene activity unless and until relieved of command by a supervisor.
- Perform as an emergency medical technician to their certified level; rescue people endangered by fires or other hazards and administer first aid to injured parties.
- Responsible for the operational status and combat performance of a fire company during an assigned duty

tour.

- Supervises and evaluates assigned personnel; establishes performance expectations, provides coaching and feedback, documents performance or conduct concerns, and initiates or recommends corrective action consistent with District policy, applicable labor agreements, and the chain of command.
- Supervises activities related to fire prevention and suppression, volunteer program, the maintenance of rescue equipment, and occupational safety and health.
- Develops training programs; trains fire personnel in accordance with department regulations.
- Plans and schedules work assignments of assigned personnel, which may include volunteers; responsible for ensuring staff compliance with the District's policies, procedures and guidelines; evaluates the work performance and establishes performance goals of assigned staff and conducts performance evaluations.
- Directs maintenance of station; inspects personnel and maintains discipline.
- Evaluates fire and hazardous situations to determine the appropriate equipment and techniques to combat or control the situation; supervises and participates in EMS and rescue activities.
- Ensures that all equipment is returned to its proper place; supervises the preventive maintenance, repair, and replacement of equipment and apparatus; directs the maintenance of fire apparatus and equipment to maintain constant readiness.
- Supervises the gathering and preservation of evidence when a fire is of suspicious origin and testifies in court as to the findings.
- Drives fire apparatus and other emergency vehicles used in the transport of equipment and personnel in response to fire, rescue, emergency medical, hazardous material, and other public service alarms.
- Supervises staff in the performance of basic maintenance and flow tests on fire hydrants.
- Trains and/or participates in training and classes in fire fighting, including wildland fire, emergency medical service, and related duties.
- Directs the operation of specialized equipment such as wildland apparatus, chain saws, portable pumps, and hydraulic rescue equipment as assigned.
- Supervises and conducts inspections and other fire prevention tasks including fire safety public education and presentations to eliminate or reduce fire hazards and enforce fire codes.
- Performs various public information and public relations tasks; answers questions from the public.
- Writes reports of all fires and related emergency activities and reports concerning the use and condition of apparatus, related equipment, and supplies.
- May act as Battalion Chief as needed and as assigned on a relief basis.
- Stays abreast of new trends and innovations in education and training in the fire science field.
- Functions within the incident command system as a safety officer for the purpose of observing operations and identifying and mitigating safety hazards.
- Evaluates training course effectiveness and makes changes necessary to assure desired results.
- Ensures that assigned personnel perform duties and responsibilities in a risk-management manner which does not unnecessarily expose them or others to harm or risk of on-the-job injury.
- Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Policies and procedures of the Truckee Meadows Fire Protection District.
- Principles and practices of supervision, leadership, coaching, employee development, performance evaluation, corrective action, and progressive discipline.
- Principles of work planning, staffing, scheduling, task assignment, operational readiness, training oversight, workplace safety, and resource allocation.
- Firefighting and rescue methods, tools, and equipment.
- Principles, use and limitations of basic mechanical tools.
- Fire behavior and fire control techniques to carry out wildland fire suppression.
- Fire line terminology required to communicate with other crew members.
- Construction methods and materials related to combustion and fire suppression and prevention techniques.

- Symptoms of medical emergencies and of appropriate responses to such conditions.
- Basic cardiac and basic trauma/life support treatment.
- Invasive and non-invasive therapy; drug therapy as allowed by EMT certification.
- Emergency medical procedures and in-patient assessment techniques.
- Specialized patient monitoring devices and life support systems such as heart monitor/defibrillator, external pacing devices, and pulse oximeters as allowed by EMT certification.
- Geography of the district, including major streets and landmarks.
- Operation and maintenance of fire fighting equipment, apparatus, and special devices and materials.
- Goals, objectives, functions, protocol, staffing, and activity guidelines for the respective assigned program.
- Principles and practices of program planning, implementation, and evaluation.
- Research techniques, data collection, analysis, and report preparation.
- Methods and practices for developing and presenting public information and/or training programs.
- Principles and practices of adult learning and training methodologies.

Ability to:

- Plan, organize, and deploy personnel and equipment in highly complex emergency situations.
- Supervise, direct, coach, and evaluate assigned personnel; establish clear performance expectations and provide timely feedback.
- Address employee performance, conduct, attendance, training, and interpersonal concerns and prepare factual, objective, and complete documentation.
- Assess and treat patient's medical condition.
- Read and interpret building and construction plans.
- Recognize and train staff in work methods and procedures that promote a safe working environment for employees and others.
- Develop and implement program components and services.
- Evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications.
- Interpret and apply regulations, policies, and procedures.
- Maintain accurate records.
- Write narrative reports, educational, or promotional materials and other documents.
- Communicate in a clear, concise manner both orally and in writing, tailoring the message to the intended audience.
- Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.
- Exercise emotional control and work under stressful situations.
- Work independently in the absence of direct supervision.
- Analyze emergency situations and quickly develop effective and reasonable courses of action.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to operate apparatus including driving, pump operation, lifting and pulling hose and equipment. Ability to stand and walk for extended periods. Ability to frequently stoop, bend, kneel, and climb. Corrected hearing and vision to normal range. Verbal communication and reading ability. Ability to work at considerable heights. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Ability to tolerate exposure to heat, fumes, smoke, pressurized water, and chemicals.

Positions are required to work varied shifts including mandatory shifts, evenings, weekends, and holidays.

Employees must maintain hairstyles and facial hair in a manner which will not interfere with the required use of self-contained breathing equipment.

All licenses and certifications are required to be kept current and maintained for continued employment.

Applicants may be required to pass a thorough medical examination in accordance with Nevada Revised Statute (NRS) which may include, but not be limited to, treadmill stress EKG, hearing, vision, and lung function tests prior to appointment and for continuing employment.

This class specification is the official and controlling description for this classification and supersedes all prior versions and is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.