

Cape Elizabeth Fire Department

FIRE-POLICE CAPTAIN

Under general direction of Chief Officers and Police Department Administration, performs highly professional and skilled traffic control and physical security tasks in directing personnel and operations; provides direct command over Fire-Police Lieutenant & Officers and is responsible for the discipline of staff and ensures the proper maintenance of apparatus and equipment; has overall responsibility for the supervision of all traffic control & physical security activities at the scene of all emergency incidents.

APPOINTMENT:

Appointed by the Chief Officers to a 3 year term and approved by the Police Chief.

REPORTS TO:

Chief Officers & Police Department Captain

QUALIFICATIONS:

- Graduation from High School or G.E.D.
- Ability to speak, read, write & understand the English language.
- Three (3) years of service as a Fire-Police Lieutenant.

DUTIES & RESPONSIBILITIES:

- Supervises all Fire-Police personnel to provide for safe and effective operations.
- Supervises closures of roads and direction of traffic.
- Supervises security and access to emergency scenes.
- Supervises department activities at various emergency calls.
- Acts as a traffic sector officer.
- Submit budgetary recommendations to Police Department Administration annually.
- Liaison with Emergency Management and Public Works Department to assist with operations.
- Assigns duties to personnel assigned to Fire-Police Unit.
- Inspects personnel, maintains discipline and instructs and drills personnel in traffic control & security methods, techniques and related subjects.
- Makes recommendations to the Chief Officers & Police Department Administration on disciplinary matters.
- Report missing equipment & deficiencies to the Chief Officers & Police Department Administration.
- Assigns company personnel to Department committees.
- Annually the Fire Captain shall supervise an inventory all equipment in their charges and provide a record to the Chief's Office.
- All other duties as assigned by the Chief Officers.

SKILLS:

- Thorough knowledge of modern traffic control and security methods, equipment and supplies.

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- Thorough knowledge of the Incident Command & Incident Management Systems.
- Thorough knowledge of the use and maintenance of traffic control and security equipment.
- Thorough knowledge of department rules and regulations.
- Thorough knowledge of police department rules and regulations.
- Thorough knowledge of department policy & procedure manual.
- Thorough knowledge of police department policy & procedure manual.
- Thorough knowledge of streets and locations throughout the town.
- Ability to supervise and train subordinate personnel.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with staff and the general public.
- Ability to stand for long periods of time in various & extreme weather conditions.
- Ability to learn a wide variety of traffic control and security duties and methods.
- Ability to perform all tasks as may be assigned a Fire-Police Officer.
- Ability to learn to perform various tasks utilizing a computer.
- Ability to remain calm during stressful events.
- Ability to function as a member of the Command Staff.

ANNUAL TRAINING REQUIREMENTS:

- Hazardous Materials: Awareness
- Weapons of Mass Destruction: Awareness
- Workplace Harassment
- Bloodborne Pathogens
- Airborne Pathogens

PROBATIONARY REQUIREMENTS:

- 6 month probation period from appointment.