

**CITY OF MILLEDGEVILLE**

**JOB ANNOUNCEMENT**

**POSITION:** Captain Support Services

**DEPARTMENT** Fire Department – Thomas Street and/or Dunlap Rd Station

**SCHEDULE** Full-Time 8-hour shifts.

**SALARY:** Negotiable – Dependent Upon Experience

**JOB ANNOUNCEMENT** April 4, 2019 – April 18, 2019

**JOB SUMMARY:**

This position is responsible for providing miscellaneous support to the department, including traffic control, vehicle maintenance, inventory control, and compliance with safety regulations.

**MAJOR DUTIES:**

- Responds to fire alarm calls to ensure safe and adequate access for department vehicles and equipment; issues citations to unauthorized vehicles blocking fire hydrants and/or fire lanes.
- Coordinates safety training activities with Chief Training Officer.
- Provides administrative support to the Fire Chief.
- Maintains supplies and equipment inventory and records; submits requisitions to the Fire Chief for approval.
- Coordinates and schedules annual testing of department equipment and fire hydrants.
- Assists with updating the department operations manual; records updated safety policies and procedures.
- Resolves safety issues and concerns not directly addressed by department standard operating procedures.
- Ensures safety protocols are followed during fire drills, emergency evacuations, and disasters.
- Monitors energy consumption at department facilities to ensure efficient use of resources. Documents any violations.
- Patrols the city to ensure parking regulations are enforced; issues citations to vehicles blocking fire lanes, fire hydrants, and illegally parked in handicapped zones.

- Coordinates and oversees maintenance, service, and repair of department vehicles and equipment, transports and/or arranges transport of vehicles to City shop.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of city and department policies and procedures.
- Knowledge of modern firefighting practices and procedures.
- Knowledge of the operation and maintenance of firefighting equipment and apparatus.
- Knowledge of local, state, and federal fire codes.
- Knowledge of the geography and streets of the city, including building design and access and fire hydrant locations.
- Skill in performing basic mathematic calculations.
- Skill in operating basic office machinery; typewriter, computer, copier.

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position)