

Rules and Regulations, SOP 140

CAPTAIN/LIEUTENANTS - JOB DESCRIPTION

1. Captains/Lieutenants shall be appointed by the fire chief and approved by the Village Board.
2. Captain is the position immediately below that of second assistant fire chief.
3. Lieutenant is the position immediately below that of a Captain.
4. Captains and Lieutenants shall have at a minimum, the qualifications of an Entry Level 1&2 and have previously served at least three years on the fire department. Also see SOP-101 Definitions.
5. Captains and Lieutenants shall be responsible for the following:
 - A. Commanding an engine, rescue or truck company. This includes being responsible for the care, maintenance, and usage of all equipment and items pertaining thereto.
 - B. Preparing reports and maintaining records as required.
 - C. Conducting and supervising training for station personnel.
 - D. Obeying, supporting, and enforcing the fire department's rules, regulations, policies, and procedures and requiring the same of subordinates.
 - E. Setting a good example for subordinates and requiring subordinates meet all required standards of conduct and performance.
 - F. Promptly reporting in writing any violation of the fire department's rules, regulations, policies and procedures, and referring all official matters to the fire chief through the established chain of command.
 - G. Supervising and assisting subordinates in the performance of maintenance, training, company inspections, public education programs, and emergency response activities.
 - H. When going out of the jurisdictional area for more than (1) day, contact the fire chief.
 - I. Performing other such duties as may be required, and as listed in SOP 101 - Definitions.