



# Winsted Fire Department

## Standard Operating Procedures

**06-01-2014**

**01/01/2026**

**Page 1 of 3**

**SOP # I-104**

**Formerly SOP # 6-019**

**Captain Job Description**

### **PURPOSE:**

To outline the job duties or assignments of a Fire Captain within the Winsted Fire Department.

### **POLICY:**

It will be the policy of the Winsted Fire Department that Fire Captains have the proper skills, knowledge and certifications to perform the jobs and duties that include supervising and participating in activities of Interior and Exterior Firefighters.

### **POSITION SUMMARY:**

The Captain serves as a key officer within the volunteer fire department and is responsible for leading a company of firefighters during emergency responses and daily operations. The Captain provides direction, training, and supervision to firefighters and lieutenants, ensures adherence to department policies, and fosters a culture of safety and professionalism.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides leadership and supervision to assigned personnel during emergency and non-emergency operations.

Serves as the first arriving incident commander until relieved by an officer with higher authority.

Assign tasks and responsibilities, ensuring adherence to operational procedures and safety standards.

Serve as a role model, fostering teamwork, accountability, and professional conduct.

Mentor and develop fire officers and firefighters to strengthen skills and readiness.

Enforce all health and safety policies, ensuring compliance with NFPA, OSHA, and department guidelines.

Ensures the maintenance, readiness, and proper use of apparatus, equipment, and facilities. Conduct regular safety inspections of each.

Monitor the physical and mental well-being of members; encourage wellness and fitness programs.

Act as Safety Officer when assigned during incidents.

Oversee the Department's Health and Safety Committee.



# Winsted Fire Department

## Standard Operating Procedures

**06-01-2014**

**01/01/2026**

**Page 2 of 3**

**SOP # I-104**

**Formerly SOP # 6-019**

**Captain Job Description**

Participate in recruitment, onboarding, and retention of volunteer members.

Evaluate performance, provide feedback, and support professional growth.

Address personnel concerns and mediate conflicts in accordance with department policies.

Maintain a records management system (RMS) that records training, attendance, and certifications for assigned personnel.

Ensure clear, accurate, and timely communication within the company and across the department.

Coordinate with command staff to relay critical operational information.

Represent the department in community events, public education programs, and outreach activities.

Assist in preparing press releases or statements, when authorized, regarding incidents or departmental activities.

Supervise and assist with the provision of emergency medical services in line with department protocols.

Ensure members maintain required EMS certifications and training.

Oversee patient care operations until relieved by higher medical authority.

Promote proper infection control practices and the safe handling of medical equipment and supplies.

Serve as Incident Commander until relieved by a chief officer.

Direct firefighting, rescue, EMS, and hazardous materials operations as required.

Ensure accountability and safety of all assigned personnel at incidents.

Prepare post-incident reports and participate in critiques to improve operations.



# Winsted Fire Department

## Standard Operating Procedures

**06-01-2014**

**01/01/2026**

**Page 3 of 3**

**SOP # I-104**

**Formerly SOP # 6-019**

**Captain Job Description**

Conducts training drills and ensures readiness of assigned personnel.

Participates in the development and enforcement of department policies and procedures.

### **QUALIFICATIONS**

Active member in good standing with the department.

Minimum rank of Firefighter with demonstrated leadership and supervisory ability

Completion of Fire Officer I (or equivalent) training preferred.

NIMS/ICS training (ICS 100, 200, 700, 800 required)

Certified to minimum EMS level required by department (e.g., EMR, EMT).

Strong knowledge of fireground operations, safety practices, and department policies.

Excellent communication, organizational, and interpersonal skills.

### **TIME COMMITMENT/EXPECTATIONS**

Expected to attend regular training, respond to emergency incidents, participate in meetings, and assist with department functions.

Must maintain availability to respond to calls within the coverage area during scheduled times or as needed

### **WORKING CONDITIONS**

Volunteer position; hours vary with training schedules, emergency calls, and departmental activities.

Work may involve hazardous environments, exposure to fire, smoke, and medical hazards.

Requires physical fitness and the ability to perform strenuous activities under stress.