



**WESTVILLE FIRE DISTRICT NO. 1**  
**23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093**

Haz Mat awareness and operations certification  
Haz Comm/Right to know certification  
Blood Borne pathogens certification  
(Are encouraged to obtain their instructor certification)  
Valid EMT certification

All junior officers must meet or exceed all of contents of SOG # 04-405

5. All line officers must be either an active member or an active life member (running calls) of the Westville Fire Department in good standings
6. The Westville Fire District reserves the right to defer any qualification other than required or state mandated at the time of appointment. However, appointee has 12 months to meet all qualifications listed should appointment be made.

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**WFD/NPFD STANDARD OPERATING GUIDELINES #04-405**

**JOB DESCRIPTION: LIEUTENANT/CAPTAIN**

**I. SCOPE**

The Lieutenant/Captain works under the direction of the Officer-in-Charge and is in complete charge the department's equipment and personnel assigned to him/her during response and recovery operations. This individual also takes on a leading role in fire suppression, initiating search, rescue, and recovery teams.

**II. EXAMPLES OF WORK**

- A. Takes command at fires until the arrival of a Chief Officer.
- B. Directs the work of firefighters engaged in extinguishing fires.
- C. Preserves order and discipline among subordinates.
- D. Gives suitable assignments and instruction to subordinates, provides them with needed advice and assistance when difficult and unusual problems arise and checks their work to see that proper procedures are followed.
- E. The reasonable standards of workmanship, conduct and output are maintained and that desired objectives are achieved.
- F. Prepares suitable reports of fires, equipment and personnel.
- G. The example of work for this title is for illustrative purposes only. A particular person using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**III. REQUIREMENTS**

- A. Education  
  
Graduation from high school, vocational high school or possession of an approved high school or equivalency Certificate.
- B. Experience  
  
Three years of experience, with the WFD/NPFD involved in the extinguishing of fires.
- C. Age  
  
Not less than 21, at the time of appointment or election for the position.

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D. License/Certifications

1. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
2. Appointees will be required to possess and maintain an Incident Management Level 1 certification issued by the Department of Community Affairs, Division of Fire Safety.

E. Medical Examination

As a prerequisite for appointment, appointees may be required to pass a thorough medical examination to be administered by the appointing authority. Any medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties will be cause for rejection.

F. Knowledge

1. Considerable knowledge of the laws and ordinances which are significant from the fire point of view.
2. Of the methods likely to be effective in fighting fires or various types.
3. Of the varied kinds of fire fighting equipment apparatus.
4. Of the location of schools, large buildings, streets in the response areas.
5. Of the types of fire alarm communications that are useful and feasible in the Fire Department.

G. Ability

1. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position.
2. Ability to analyze and interpret laws, ordinances, rules, regulations, standards and procedures and apply them to specific situations and cases.
3. To organize the work of an assigned company so as to make the best available use of personnel, funds and equipment.
4. To give suitable assignments for the fire fighters.
5. To provide periodic training programs.
6. To take a leading part in establishing and maintaining cooperative and helpful relationships with citizens and others.
7. To supervise the cleaning, maintenance and minor repair of the building.
8. To take immediate and corrective action when a fire alarm is sounded to direct fire fighters at a fire.
9. To remain cool and decisive in emergency situations.

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10. To prepare clear, sound, accurate and informative reports.
11. To direct the establishment and maintenance of needed record and files.

**IV. APPROVAL**

- A. This Standard Operations Guideline has been approved by the Chief of the Department, after reviewed and endorsed by the Fire Officers of the WFD/NPFD.
- B. This guideline is subject to review at anytime by the Chief of the Department or the Fire Officers of the WFD/NPFD and is to be reviewed annually, at a minimum.