Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Captain Fire

JOB CODE	JOB FAMILY	PROFILE
JCV604	**Public Safety**	**Captain Fire**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**April 28, 2026**

The Captain Fire, under the direction of the Battalion Commander, Division Chief, or assigned supervisor, performs supervisory and technical duties pertaining to the administration and operation of the fire and rescue services. Assists in the direction and coordination of the operations of assigned personnel and equipment. Plans and schedules work assignments for subordinates.

Job Description

DUTIES AND RESPONSIBILITIES

- Must be able to fulfill the duties and responsibilities of the positions below the rank of Fire Captain based on the employee's progression and EMS licensure level.
- Directs, supervises, organizes, and plans the activities of subordinates within an assigned station and region, making work assignments in accordance with the recognized chain of command.
- Must comply with all Bernalillo County Policies, Bernalillo County Fire Department Policies & Procedures, Standard Operating Guidelines, Directives, Memos, and the Collective Bargaining Agreement.
- Responsible for communicating and clarifying management orders and decisions to subordinate personnel. Briefs subordinates regularly on policies, procedures, bulletins, and other relevant information.
- Guides, corrects, and/or disciplines subordinates as appropriate or as directed through the Chain of Command.
- Assists management in the administration of personnel issues to include performance evaluations.

- Responsible for the operation and maintenance of all apparatus, buildings, equipment, and grounds at the assigned station to include the cleanliness of the station.
- Responsible for overseeing the officers of other stations, in the region they are assigned to, and ensuring work and assignments are being completed as appropriate or designated.
- Responsible for maintaining proficiency in hydraulics/pump operation and aerial operations in order to assist the Apparatus Engineer with operations, trouble shooting, and training.
- Responds to emergency calls as dispatched; assumes command of firefighting and rescue operations until relieved by a superior officer and will be responsible for the safety of assigned firefighting personnel.
- Plans, coordinates, and supervises activities of fire suppression during emergency responses to control and extinguish fires and protect life and property.
- Responds to calls for medical services and administers emergency medical treatment at level of licensure according to approved standard of care and assists in patient transport when needed.
- Prepares and reviews reports and maintains departmental records to ensure efficient operation of his/her command; performs administrative duties as required or directed.
- Prepares and compiles necessary documentation to support duties and responsibilities.
- Instructs and trains personnel in fire and EMS methods, techniques and related matters.
- Participates in the planning and implementation of the department's regional training programs.
- Participates in fire prevention activities, to include inspection of buildings and development of pre-fire plans.
- Participates in public education and public relations activities, and participates in on-duty training, both as student and instructor, as needed.
- May be required to perform the activities of subordinates and/or act as battalion commander or division chief.
- Performs other job-related duties as required or assigned.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Must have a minimum of seven (7) years of current continuous service in a Bernalillo County Fire Department and must currently hold the rank of Lieutenant.
- Must have and maintain a valid Emergency Medical Technician (EMT) Basic or higher certification and be duly licensed by the State of New Mexico while employed in this position.
- Employee must possess and maintain a valid New Mexico driver's license with a Class E endorsement for the duration of employment.

- Must have comprehensive knowledge of operating instructions, manuals and local and state laws, policies, and regulations.
- Must have knowledge of fire suppression, incident command systems fire behavior and chemistry.
- Must have the ability to work as a member of a team in stressful situations and respond quickly, calmly and with good judgment under emergency conditions as well as meet the needs of those affected by the fire and/or emergency.
- Must have the ability to ascertain the best means of apparatus placement for fire suppression, EMS, and other emergency responses.
- Must have the ability to operate all fire apparatus.
- Must have the ability to develop productive working relationships with firefighters, emergency medical services personnel, law enforcement officers and the general public.
- Must have ability to communicate effectively in both oral and written English.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S)

- Must have comprehensive knowledge of administration and management practices, including organization, staffing, equipment management, maintenance, operating instruction manuals, state laws and regulations, local policies and regulations, standard instructional methods and techniques.
- Must have the ability to ascertain the best means of fire suppression.
- Must have knowledge of emergency incident command procedures.
- Must have the ability to plan, organize, direct and control activities of fire and/or rescue personnel.
- Must have advanced knowledge of structural and wildland fire suppression, fire behavior and chemistry, incident command systems, HAZ-MAT, emergency management and fire management.
- Must have comprehensive knowledge of laws and regulations relating to fire and rescue and public safety.
- Must have knowledge of statues and guidelines for operation of emergency medical services, emergency vehicles, and fire apparatus.
- Must have the ability to command subordinates and to direct their activities in a manner which provides for efficiency of operations, and stresses professionalism in the workplace.
- Ability to develop productive working relationships with officers/supervisors, career and volunteer firefighters of other agencies, emergency medical services personnel, law enforcement officers and the general public.
- Must have ability to communicate effectively in both oral and written English

- Must have the ability to understand and effectively communicate, through both oral and written means, all operational and administrative aspects of the assigned divisions, programs and activities.
- Must have the ability to work as an individual or as a member of a team under stressful situations; ability to respond quickly, calmly and with good judgment under emergency conditions and situations.
- Must have the ability to effectively respond to the needs of those affected by a fire or other emergencies.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Employee must complete all prerequisites to participate in the Captain promotion process as per department policies.
- Employee must participate and successfully complete and pass the Captain promotion process. Selection to fill vacant positions will be based on test scores from the Captain promotion process and where personnel are placed on the promotional list. Only personnel on the promotional list will be promoted.
- Employee must comply with, pass, and maintain the New Mexico OSHA physical screening requirements for firefighters.
- Must comply with and enforce all Bernalillo County Policies, Bernalillo County Fire Department Policies & Procedures, Standard Operating Guidelines, Directives, Memos, and the Collective Bargaining Agreement.

WORKING CONDITIONS

- Employee works outdoors during emergency situations and/or firefighting activities, except when in emergency vehicles or inside emergency locations.
- Employee works with a select team without direct supervision, and at times may work with a large group of people.
- Employees are required to work shifts as stipulated within the Collective Bargaining agreement and determined based on the needs of the Department as set forth by the Fire Chief.
- Employee may be exposed to temperature extremes depending on weather conditions and fire hazard conditions.
- Employee is exposed to intermittent and/or sustained high noise levels such as sirens, engines and loud voices.
- Employee may be exposed to vibration of the body on an intermittent basis from vehicle rides, off-road travel.

- Employee may be exposed to the following hazards: driving hazards, rescue attempts and difficult terrain, possibility of hazardous material spills and hazards inherent in firefighting.
- Employee may be exposed to exhaust fumes, heat, smoke, water, dust, fire retardant chemicals, and toxic fumes.
- Employee works on uneven, natural ground surfaces, asphalt, cement, stairs, ladders, scaffolding.
- Employee may be exposed to pathogenic bodily fluids and air during rescue attempts and emergency situations.
- Employee may be exposed to high-pressure water, fire retardant, during firefighting efforts.
- Employee generally works with a select team and may at times work without direct supervision.
- Employee performs work indoors and/or outdoors as the situation dictates. The employee performs maintenance, training, public education and public relations, and other duties as assigned while waiting to be called out on an emergency.
- The conditions listed are not all inclusive to the types of environments and exposures the employee may be subject to. Employees must be able to adapt and function in any type of conditions possible as it relates to fire department operations.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee handles paperwork, bandages, IV solutions, medications, oxygen, and other medical supplies needed for emergency situations. Employee utilizes protective clothing and devices (bio-medical and fire) as needed, flares, reflective vests, hearing and eye protection.
- Employee will be required to use any necessary equipment to perform firefighting activities, emergency medical responses, and other emergency responses based on their training and the tasks at hand.
- Employee will be required to use materials, equipment and products to maintain stations, grounds, fire apparatus, and any other areas of non-emergency responsibilities.
- Employees will be required to learn and utilize various technology and business machinery and other miscellaneous equipment in order to support the function, duties, and responsibilities of their job.
- Utilizes the following tools and equipment: telephone, radio, emergency vehicle, fire fighting vehicle, calculator, camera, copy machine, flashlight, first aid kit, fire extinguisher, fire hoses, axes, pike poles, circular saws, sledge hammers, pry bars, salvage covers, Slim Jim, ground ladders, jaws of life, spreader, air bags, blood pressure cuff, EKG monitor, defibrillator, oxygen regulator and valves, medical anti-shock trousers and foot pump, splints, back boards, extrication collars, forceps, portable suction devices, I.V's, syringes, bandages, ropes and stokes basket, ladders.
- Employee will be required to use any necessary equipment to perform firefighting activities, emergency medical responses, and other emergency responses based on their training and the tasks at hand.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in

accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.