

## **FIRE CAPTAIN**

### **DEFINITION**

To direct, coordinate and supervise the activities and operations of an assigned shift; to supervise fire services personnel in and participate in fire suppression, emergency medical assistance and related emergency operations; to assume command of the fire station on assigned shift; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief Officers.

Exercises direct supervision over regular and volunteer fire suppression personnel.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Serves as shift supervisor of assigned shift; assigns, schedules, supervises and evaluates the work of assigned shift personnel.

Participates in fire suppression training and drills.

Maintains discipline and ensures that departmental rules and procedures are followed in the field and at the fire station.

Evaluates and determines training needs of assigned personnel and ensures that training needs are met.

Reviews reports of subordinate officers for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Inspects personnel, equipment and quarters; ensures the constant readiness of personnel, apparatus, trucks and equipment for emergency operations; oversees and participates in building and equipment cleaning and maintenance tasks.

Responds to fire alarms and coordinates, directs and supervises firefighting operations and equipment at fire scenes until relieved by superior officer; provides detailed instruction and direction to subordinates in, and personally participates in, extinguishing fires and performing other work related to the protection of life and property.

Participates in fire fighting operations, including forcing entry into buildings, scaling ladders, directing hose streams, operating chemical extinguishers, ensuring proper building ventilation to drive out smoke/gas, covering exposures, and directing salvage operations.

Administers first aid, CPR and other emergency assistance at the EMT level.

Responds to and provides emergency assistance for other emergency calls, including but not limited to hazardous materials incidents, traffic accidents, water rescue, confined space rescue, etc.

Participates in fire prevention, business occupancy and other inspections; enforces all fire and safety codes, ordinances and regulations and issues citations as necessary; performs follow-up inspections to ensure that deficiencies are corrected.

Participates in the installation, inspection, testing and servicing of fire hydrants; participates in annual hose testing procedures.

Issues burning permits to the public.

Presents effective fire prevention and educational programs to school, civic and community groups; represents the department at meetings with other departments, agencies and organizations as required.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding fire service and safety matters.

Keeps abreast of new developments in fire fighting, prevention, training and administration.

Provides responsible command of the fire station in the absence of a superior officer.

Performs routine administrative functions as required, including but not limited to maintaining daily logs and preparing required reports, copying and filing documents, attending staff meetings, etc.

May assist in special projects or assignments as required.

May serve as Battalion Chief in the absence of same.

Works 24 hour shifts as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Pertinent federal, state and local laws, regulations and ordinances.

Fire codes, building codes and appropriate health / safety codes pertaining to fire suppression/prevention operations.

Modern principles, practices, techniques and equipment of fire service operations.

Specialized rescue technology and hazardous materials issues.

Principles and techniques of modern first aid, rescue, resuscitation and emergency medical services.

Principles of water hydraulics.

Principles of combustion as related to the various types of building and construction materials.

The layout of local roads and of the locations and characteristics of various neighborhoods.

Principles of supervision, training and performance evaluation.

Modern office practices and technology, including the use of computers for word and data processing.

Methods of report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**

Interpret, analyze, apply and enforce federal, state and local laws, rules and regulations, as well as departmental policies and procedures, related to fire suppression/prevention operations.

Supervise and evaluate the work of subordinate staff.

Train and instruct personnel in modern firefighting and fire prevention methods.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Take charge of a fire scene and effectively direct firefighting operations.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

React quickly and calmly in emergency situations.

Appraise situations and people accurately and quickly, and adopt an effective course of action.

Deal courteously, yet firmly and effectively with the public in emergency situations. Properly use fire suppression, emergency medical and other work-related equipment.

Learn standard emergency radio procedures and codes.

Maintain detailed records and prepare comprehensive reports.

Perform mathematical computations with accuracy.

Make effective public presentations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the physical requirements necessary for successful job performance.

**Experience:**

Five years of experience as a firefighter, including two years of experience as a Fire Engineer.

**Education:**

Graduation from high school or GED equivalent.

**Substitution:**

An Associate's degree or higher from an accredited college or university may be substituted for one year of the required experience. No substitution is allowed for experience required at the Fire Engineer level.

**Additional Requirements:**

Possession of or the ability to obtain a valid California Class "B" Operator's License.

Possession of or the ability to obtain Fire Officer certification within six months of appointment.

Possession of valid EMT and CPR certifications.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, violence, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration. The employee occasionally works in high, precarious places. Worker is subject to unusual fatigue from irregular working hours / incident call activity and needs to stay hydrated.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, crawl, kneel, twist and reach while performing office and/or field duties; frequently lift and/or move up to 50 pounds and occasionally up to 100 pounds; use hands to finger, handle or operate objects, tools or controls; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and

enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform fire suppression duties, including handling hoses and operating equipment, and driving a motor vehicle.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.