

FIRE CAPTAIN

DEFINITION

Under direction of the Fire Chief, serves as a part of the department's management team; plans, schedules, deploys, supervises and reviews the work of Firefighters, Firefighter/Paramedics and Fire Engineers on an assigned shift; takes command of fires and other emergency incidents within the City unless relieved by the Chief; performs the full range of emergency response duties as a member of a response team; oversees, coordinates and participates for departmental administrative functions and non-emergency inspection, training, maintenance and related activities; and performs related work as assigned.

CLASS CHARACTERISTICS

This is the mid-management level in the sworn fire series, responsible for all activities on an assigned shift and for overseeing and carrying out department management and multi-agency activities. Incumbents may serve as the Fire Chief on a relief or as-assigned basis. This class is distinguished from Fire Chief in that the latter has overall management responsibility for the Fire Department.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, schedules, organizes, assigns, reviews and evaluates the work of the sworn staff on an assigned shift.
- Provides input into selection, disciplinary and other personnel matters; may counsel employees as required.
- Trains staff in work procedures; reviews and approves reports prepared by staff.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Administers and personally performs work in support of a variety of departmental programs and activities, such as serving as the:
 - ... City Fire Marshall;
 - ... Disaster preparedness coordinator;
 - ... Public education coordinator;
 - ... Emergency medical services coordinator;
 - ... Budget administrator;
 - ... Training coordinator;
 - ... Apparatus and hose and hydrant maintenance coordinator; and
 - ... Procurement officer for station supplies.
- Represents the department and the City in contacts with other fire and medical response agencies.
- Provides mutual aide to other fire service and medical emergency agencies as in accordance with departmental policy.
- Performs the full range of Firefighter and Firefighter/Paramedic (depending upon certification) duties, including:

- ... Responding to fire, medical, hazardous and related emergency situations;
 - ... Participating in the fire inspections of buildings and properties within the City on a regularly-scheduled basis;
 - ... Maintaining apparatus and vehicles in a clean and operable condition, performing basic maintenance and repair on equipment and coordinating major repairs;
 - ... Maintaining the station and living quarters in a clean and orderly condition, and performing basic maintenance on facilities and station equipment; and
 - ... Participating in drills and training sessions.
- Assists in the investigation of the cause and origin of fires and hazardous materials incidents.
 - Develops and maintains effective working relationships with the community; presents a variety of educational and public service programs to children, youth and community groups.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Basic administrative policies and practices.
- Principles, practices, techniques and equipment used in fire, medical and hazardous materials emergency response situations.
- Principles of incident command.
- Principles and practices of fire investigation and prevention.
- Applicable laws, codes and ordinances.
- Safety practices and equipment related to the work.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill in:

- Planning, scheduling, assigning, supervising, reviewing and evaluating the work of staff on an assigned shift.
- Training staff in work procedures.
- Serving as an integral part of the department's management team, including administering assigned programs and projects.
- Performing fire suppression and associated rescue and salvage work in a safe and effective manner.
- Applying the mechanics of fire fighting and emergency medical care at an EMT level.
- Operating vehicles and apparatus safely and in conformance with department procedures and traffic laws.
- Dealing with hazardous materials incidents in conformance with department procedures.
- Making sound, independent decisions in emergency situations.

- Maintaining accurate records and preparing clear and accurate reports and other written materials.
- Interpreting, applying and explaining complex codes, regulations and ordinances.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school and four years of paid experience as a Firefighter, Firefighter/Paramedic or Fire Engineer. Completion of two years of college or possession of an Associate of Arts degree in Fire Science or a field related to the work is desirable, as is possession of certificates as outlined below.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record; Possession of a class B license is desirable. Possession of Fire Officer I, Chief Officer and/or Fire Instructor I, II and III certificates are also desirable.

Working Conditions:

Must be willing to work 24-hour shifts as scheduled by the department and with exposure to emergency circumstances, including exposure to hazardous materials and all weather conditions. Must be willing to pass a background investigation, including fingerprinting.

Physical Demands:

Must possess mobility, physical strength and stamina to respond to emergency situations and use all emergency apparatus and lift and move individuals or objects weighing more than 100 pounds; ability to work in a standard office setting and to operate motor vehicles; vision to discern colors and assess emergency situations, including medical incidents, and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone and radio.