

EXHIBIT A**CITY OF MONTEBELLO****602****FIRE CAPTAIN****DEFINITION**

Under general direction, to plan, coordinate, and supervise the activities of a fire company during an assigned shift; to serve as initial command officer during emergencies, directing firefighting and emergency service functions; to provide for the training and development of assigned personnel; to have responsibility for administrative functions in the Department; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, coordinating, and supervising the work and the in-service training of a fire company at a City station during an assigned shift. Incumbents normally serve as initial command officer when responding to emergencies. In addition, positions are assigned administrative responsibilities for organization and development of a Department service or function.

EXAMPLES OF DUTIES

Provides supervision and work coordination for staff assigned to a fire company at a City station during an assigned shift; develops work assignments and insures proper coverage of fire protection and emergency response services; maintains discipline; instructs and drills others in firefighting and rescue methods and procedures; evaluates assigned staff; directs the cleaning and maintenance of living quarters, equipment, and apparatus; performs a variety of recordkeeping and administrative assignments; responds to fire and other emergencies by taking initial command at the scene of the emergency; orders placement of equipment for effective use; performs requisite fire suppression, emergency medical service, and other emergency functions as required by the nature of the emergency; supervises and participates in salvage and overhaul operations; may drive fire and emergency service equipment; supervises and participates in fire inspection and fire prevention activities; has administrative responsibility for the organization and development of Department functions; oversees a safe work place; assists with the development of budgets; develops and prepares a variety of reports; may represent Department functions with citizens, community organizations, and other government agencies; may serve as Battalion Chief in the Chief's absence; represents assigned functions with City staff and other governmental agencies as delegated.

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SPECIAL REQUIREMENTS

Fire Officer Certificate as issued by the State of California Fire Marshal or proof of completion of all required courses for the State of California Fire Marshal's Fire Officer Certification at time of application.

Possession of a California Class C Drivers License with Firefighter endorsements at time of application and maintenance of said license in good standing throughout employment in this position,

Possession of a current Emergency Medical Technician certification at time of application and maintenance of said license in good standing throughout employment in this position.

Possession of a First Responder certification at time of application and throughout employment in this position.

EMPLOYMENT STANDARDS

Knowledge of:

- Methods and principles of fire suppression, fire investigation, fire prevention, emergency medical response, and hazardous material control.
- Principles of supervision and training.
- Operation, maintenance, and capabilities of firefighting and emergency rescue equipment.
- Practical hydraulics and pump operations.
- Fire codes, laws, rules, and regulations.
- Research methods and procedures.

and

Ability to:

- Plan, coordinate, and supervise the activities of a fire company during an assigned shift.
- Provide supervision, training, and work evaluation for staff.
- Maintain discipline.
- Provide guidance and assist with administration of Department policy, rules, and regulations.
- Drive fire and emergency response equipment safely and skillfully in accordance with traffic rules and regulations.
- Apply firefighting and emergency service techniques and methods in a variety of situations.

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EMPLOYMENT STANDARDS - (cont.)

- Direct fire inspections and prevention activities in the field.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to fire services.
- Develop budget information and monitor expenditures.
- Interpret, explain, and apply fire codes and regulations.
- Effectively represent the fire service functions of the Department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Fire Officer Certificate as issued by the State of California Fire Marshal, or proof of completion of all required courses for the state of California Fire Marshal's Fire Officer Certification at time of application. State Fire Marshal Engine Boss Certification. State Fire Marshal Firefighter I & II certification.

Work Background: Five years of progressively responsible work experience in the provision of fire and other emergency services, preferably including some experience in a lead or supervisory position, and presently holding the rank of Fire Engineer or presently a certified relief Fire Engineer with the Department.

August 1992

June 2008 (Res. #08-57)

July 2011 (Res. # 11-68)

October 2014 (Res. #14-89)