

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

Possession of a valid Fire Officer Certification or Company Officer Certification, from the Office of the California State Fire Marshal.

Possession of a California Class C Driver's 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 Hazardous Materials First Responder Operations certificate 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: Possession of a valid Fire Officer Certification or Company Officer Certification, from the office of the California State Fire Marshal. Completion of the S-231 (Engine Boss course) Course.

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)

March 2018 (Res#18-32)