

**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 in 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**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

- 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.
- Performs other duties assigned.

## **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 is required, and 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.