

FIRE CAPTAIN

DEFINITION

To plan, organize, direct, supervise and mitigate emergency and non-emergency fire suppression, prevention, emergency medical and rescue, fire investigation and inspection activities of an assigned shift and command emergency response scenes including hazardous materials response operations within the Fire Department; to coordinate assigned activities with other divisions; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief.

Exercises direct supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of Fire Department goals and objectives.

Establish schedules and methods for mitigating fire emergencies, rescue activities, emergency medical aid, hazardous material incidents, including automobile accidents.

Oversee prevention, code enforcement, investigation and inspection activities; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the daily activities of the Fire Department.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Respond to emergencies and calls for assistance; supervise the performance and safety of firefighting personnel; assess and determine the necessity for additional resources at the scene of emergency incidents; request additional support as needed; direct and coordinate the location and work of incoming companies.

Brief the Fire Chief and other management on emergency situations; explain strategy and tactics being employed; turn over command when relieved.

Conduct and oversee training programs for paid and volunteer staff, including reserve and explorer post; provide training for City staff in hazardous materials and other topics as needed.

Oversee and supervise the daily maintenance and operations of the fire station, staff, apparatus, equipment and operations.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and modern tactics used in fire suppression, investigation, prevention, incident command and code enforcement.

Principles and practices of technical rescue, emergency medical response protocols, hazardous material storage and hazardous material incident response.

Operation of and maintenance of apparatus, equipment, tools and materials used in fire suppression, prevention, medical response and rescue.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

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

Ability to:

Organize, implement and direct the City Fire Department operations and activities including to oversee emergency and non-emergency incidents related to fire suppression,

prevention, rescue, medical emergencies, and inspection and investigation; and to interface with other resources assisting in emergency incidents.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Supervise, train and evaluate assigned staff.

Develop and recommend policies and procedures related to assigned operations.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Three years of increasingly responsible command experience in fire service, including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in fire science or fire administration or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class B Driver License with air brake and tank endorsements, or valid California Class C Driver License with Fire Fighter endorsements, may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of a Fire Officer certificate or a National Fire Academy Executive Fire Officer certificate is desirable.

Possession of, or ability to obtain and maintain, Emergency Medical Technician (EMT) certificate through the California EMT Central Registry.