



CLASS SPECIFICATION

FIRE CAPTAIN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, performs a variety of administrative, supervisory, and technical duties involved in planning, coordinating, assigning, directing, and participating in fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention and inspection, fire investigation, and related services and activities of a volunteer fire department; and ensures that all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies.

IDENTIFYING CHARACTERISTICS

This classification is distinct from the Fire Division Chief, which is responsible for incident command and management of entire assigned division, and distinct from the Fire Engineer classification, which is responsible for operations of assigned apparatus. The Fire Captain is a supervisory position that plans, assigns, and evaluates the work of subordinates and is responsible for assigned programs, activities, and shifts. Positions at this level typically participate in the more complex functions of the work unit in addition to having direct supervisory responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Oversees and personally performs work in the maintenance of departmental fire suppression and emergency equipment in peak operational condition.
2. Responds to scenes of fire, accident, illness or rescue and takes charge of operations until relieved by a chief officer.
3. Drives & operates fire apparatus and performs firefighting duties.
4. In cases of accident, sudden illness or rescue uses established first aid procedures in treating victim until the arrival of a paramedic or ambulance.
5. Directs, coordinates, supervises, and reviews the work plan for assigned personnel; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
6. Trains, motivates, and evaluates assigned personnel; identifies the fire training needs of company personnel; provides or coordinates staff training and drills in firefighting methods, techniques, and related subjects; works with employees to correct deficiencies; enforces departmental policies and procedures and recommend disciplinary action, as necessary.
7. Responds to alarms involving fire, medical aid, hazardous substances, and rescue work; assumes incident command as required and conducts assessment tactics, strategy development, and implementation; supervises, directs, and participates in firefighting duties, equipment and apparatus operations, search and rescue services, rendering first aid and basic life support, and controls hazardous materials spills and releases.
8. Conducts, supervises, and participates in fire cause and origin determinations; determines preliminary origin and cause of fire at emergency scenes; obtains and preserves evidence.

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9. Supervises and participates in public education and public relations activities; coordinates public relations activities and interacts with various news media; designs, develops, supervises, and participates in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.
10. Completes and prepares a variety of forms, reports, and recommendations; prepares emergency scene reports; prepares accident, injury, and exposure reports; reviews reports submitted by subordinate staff.
11. Plans, supervises, reviews, and participates in the maintenance, repair, and testing of department apparatus and equipment, including radios, pagers, self-contained breathing apparatus, hoses, ladders, and fire pumps; evaluates, maintains, and replaces personal protective equipment; maintains medical aid equipment and supplies following accepted industry standards.
12. Directs and participates in fire station buildings and grounds maintenance, and cleaning of quarters, equipment, and apparatus.
13. Stays abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, technical rescue and personnel management.
14. Provides staff assistance to management staff; participates in the development and implementation of emergency plans; prepares and presents staff reports and other correspondence as appropriate and necessary; performs a full range of other departmental administrative duties.
15. Oversees, coordinates, and participates in regular and preventative maintenance for department vehicles and other firefighting equipment; performs minor troubleshooting and repair of department vehicles and equipment.
16. Serves as liaison for the Fire Department with other divisions, departments, and outside agencies.
17. Administers, oversees, and supervises assigned programs and special projects.
18. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of an emergency service operation including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and related services and activities.
- Principles and practices of supervision, training, and performance evaluation.
- Basic principles and practices of program development and administration.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, technical rescue and fire investigation.
- Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other firefighting and emergency medical apparatus and equipment.
- Mechanical and hydraulic principles of fire apparatus.
- Modern and complex principles and practices of firefighting.
- Principles and practices of disaster preparedness, response, and recovery.
- Methods and techniques of basic life support and rescue.

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Hazardous materials and chemical spill response techniques and protocols.

Principles, methods, and techniques used in confined space and rescue operations.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Principles of combustion and cause of fire.

Principles of building construction and fire protection systems.

Geography and street layout of the City and surrounding area.

Current safety practices as they relate to equipment and procedures involved in the fire service.

Pertinent federal, state, and local laws, codes, and regulations.

Methods and techniques of public relations.

Mathematical concepts and principles.

Appropriate safety precautions and procedures.

Record keeping and basic report preparation principles and practices.

Basic office procedures and methods including computer equipment and supporting word processing and spreadsheet applications.

Ability to:

Oversee and participate in services and activities of assigned engine company including fire suppression, fire prevention, emergency medical services, technical rescue, disaster preparedness, hazardous materials response, and associated services and activities.

Direct and coordinate the work of lower level staff.

Supervise, train, and evaluate staff of an assigned engine company.

Coordinate and conduct fire training programs.

Prepare a variety of technical and operational reports.

Maintain skill levels, stay up with new equipment and procedure familiarization, and maintain certifications that are relevant and/or required for assigned responsibilities.

Retain presence of mind and act quickly and calmly in emergency situations.

Analyze emergency situations, including risk assessment and develop appropriate courses of action.

Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.

Drive, operate, and maintain fire suppression, emergency medical, and associated vehicles, apparatus, and equipment safely in varying traffic and weather conditions observing legal and defensive driving practices.

Perform field calculations of hydraulics for the proper and effective operation of equipment at emergency scenes.

Properly place vehicles and equipment at emergency scenes for most effective operation.

Demonstrate mechanical aptitude as required in the operation of firefighting equipment.

Inspect, troubleshoot, and repair a variety of fire suppression, emergency medical, and associated vehicles, apparatus, and equipment.

Render emergency medical care as necessary.

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- Deal effectively with upset or emotional persons or patients.
- Perform fire inspections and determine origin and cause of fires.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Prepare and present public information and educational programs.
- Respond to requests and inquiries from the general public.
- Work varied shifts, on weekends or during holidays.
- Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions.
- Observe and follow safe firefighting and work practices.
- Operate modern office equipment and computers including applicable software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School diploma or equivalent supplemented by college level course work in fire science, business administration, or related courses, and successful completion of a state-certified fire academy and other required certification courses. Associate of Arts degree from an accredited College with a Fire technology emphasis highly desired.

Experience:

Five years of increasingly responsible fire suppression, emergency medical response, and fire prevention experience.

License or Certificate:

- Possession of a Class C California driver's license with a Firefighter endorsement.
- Possession of Firefighter I and Firefighter II certifications issued by the California State Fire Marshal.
- Possession of, California State Fire Marshal Fire Officer certification.
- Possession of valid EMT and CPR certifications.
- Possession of, or ability to obtain Fire Prevention Officer, Fire Investigator, Fire Instructor, or CPR Instructor certification is desirable.
- Some positions may require possession and maintenance of a valid Paramedic certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Reactive emergency, natural or man-made disaster, and routine fire prevention environments with travel from site to site; the employee regularly works near moving mechanical parts and in areas of limited and restricted entry and exit; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock, radiation, drowning, and asphyxiation; the

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noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident.

Physical: Primary functions require sufficient physical ability to work in an emergency response setting; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights up to 100 lbs.; operate fire suppression and medical response equipment, apparatus, and tools; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

OTHER CHARACTERISTICS

Work Hours: Fire Captains work 24-hour shifts averaging 106 hours per pay period.

Similar Job Titles: Fire Captain

FLSA	Non-Exempt
B.U.	SCPFA/IAFF, Local 1186
Established	October 2006 as Fire Station Officer
Revised	Amended title Administrative Fire Captain
Revised	9/3/2019 – Resolution 2019-93: Updated Class spec
Revised	7/21/22 – Resolution 2022-__