

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 an assigned company; and ensures that all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies.

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. Plan, coordinate, assign, direct, and participate in fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention and inspection, fire investigation, and related services and activities for an assigned company; ensure all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies.
2. Direct, coordinate, supervise, and review the work plan for assigned personnel; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
3. Train, motivate, and evaluate assigned personnel; identify the fire training needs of company personnel; provide or coordinate staff training and drills in firefighting methods, techniques, and related subjects; work with employees to correct deficiencies; enforce departmental policies and procedures and recommend disciplinary action, as necessary.
4. Respond to alarms involving fire, medical aid, hazardous substances, and rescue work; assume incident command as required and conduct assessment tactics, strategy development, and implementation; supervise, direct, and participate in firefighting duties, equipment and apparatus operations, search and rescue services, rendering first aid and basic life support, and the control and clean up of hazardous materials spills and releases.
5. Assist in conducting, supervising, and participating in fire cause and origin determinations; determine preliminary origin and cause of fire at emergency scenes; obtain and preserve evidence.
6. Conduct, supervise, and participate in fire and life safety inspections; supervise and participate in the routine inspection of commercial, industrial, residential, and other buildings; supervise and participate in fire sprinkler, alarm, and hydrant flow tests; supervise proper maintenance of hydrants in assigned areas.
7. Supervise and participate in public education and public relations activities; coordinate public relations activities and interact with various news media; design, develop, supervise, and participate in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.

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8. Complete and prepare a variety of forms, reports, and recommendations; prepare emergency scene reports; prepare accident, injury, and exposure reports; review reports submitted by subordinate staff.
9. Supervise and participate in the maintenance and testing of department apparatus and equipment; supervise and conduct maintenance and repairs of radios, pagers, and alert monitors; plan and review the maintenance, testing, and repair to self-contained breathing apparatus; supervise and participate in ladder testing and annual pumper and hose tests; evaluate, maintain, and replace personal protective equipment for assigned personnel; maintain medical aid equipment and supplies.
10. Direct and participate in fire station buildings and grounds maintenance; direct the cleaning of quarters, equipment, and apparatus.
11. Maintain skill levels, new equipment and procedure familiarization, and certifications that are relevant and/or required for assigned responsibilities; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, and technical rescue.
12. Provide staff assistance to management staff; participate in the development and implementation of emergency plans; prepare and present staff reports and other correspondence as appropriate and necessary; perform a full range of other departmental administrative duties.
13. Assist in the development and administration of the Fire Division budget for specific area; purchase assigned items; forecast future budget needs.
14. Serve as liaison for the Fire Division with other divisions, departments, and outside agencies.
15. Perform 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, and fire investigation.

Principles, practices, and procedures used in modern firefighting and in the protection of lives and property.

Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other fire fighting and emergency medical apparatus and equipment.

Mechanical and hydraulic principles of fire apparatus.

Methods and techniques of basic life support and rescue.

Principles and practices of disaster preparedness, response, and recovery.

Hazardous materials and chemical spill response techniques.

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.

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Geography and street layout of the City and surrounding area.
City water system, fire hydrant locations, fire sprinkler/standpipe systems, and preventive maintenance of said systems.
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.
Radio procedures.

Ability to:

Oversee and participate in services and activities of assigned company including fire suppression, fire prevention, emergency medical services, 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.
Maintain effective discipline and morale; promote harmony.
Cooperate with other officers of the division, the Department of Public Safety, and the public while promoting teamwork and department philosophies.
Take command of the fire station, fire scene, or other emergency situations in the absence of superior officers.
Coordinate and conduct fire training programs.
Complete and prepare a variety of forms and reports; prepare a variety of technical and operational reports.
Retain presence of mind and act quickly and calmly in emergency situations.
Analyze emergency situations 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.
Deal effectively with upset or emotional persons or patients.
Perform fire inspections and determine cause and origin 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, EMS, and work practices.
Operate modern office equipment and computers including applicable software applications.
Deal politely and effectively with the public.

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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:

Equivalent to the completion of the twelfth grade supplemented by specialized training and college level course work in fire science, fire apparatus operation, hydraulics, emergency medical techniques, mechanics, business administration, or related courses.

Experience:

Three years of increasingly responsible fire suppression, emergency medical response, and fire prevention experience comparable to that of full time employment as Firefighter or Fire Engineer with the City of Ceres.

License or Certificate(all certification must be issued in the State of California) :

Possession of a valid California Class B driver's license with appropriate endorsements.

Possession of Driver Operator 1A & 1B certification.

Possession of Firefighter I certification and it is desirable they possess a Firefighter II certification issued by the State of California.

Possession of appropriate, valid EMT or EMT-P and CPR/AED certifications.

Possession of Hazardous Materials First Responder Operations certification.

Possession of or ability to obtain Fire Officer certification within two years of promotion.

Possession of Hazardous Materials Incident Commander certification.

Possession of all currently required NIMS certifications for this position.

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 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; must work nights, weekends, holidays, and on various shift configuration that will include 24 hour shifts of duty; subject to call back at any time.

Physical: Primary functions require sufficient physical ability to work in a 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 more heavy weights; operate fire suppression and medical response equipment, apparatus, and tools;

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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 within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

Bargaining Group: Ceres Professional Firefighters Local 3636

FLSA Status: Non-Exempt

September 2010

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Fire Captain position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.