

FIRE CAPTAIN

DEFINITION

Plans, schedules, deploys, supervises and reviews the work of Firefighters and Fire Engineers on an assigned shift; assumes Incident Command at fires and other emergency incidents until relieved by a Chief Officer; performs the full range of emergency response duties as a member of a response team; coordinates and participates in non-emergency inspection, training, maintenance and related activities; provides administrative support for specified departmental programs; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

This classification receives general direction from the Fire Chief or Assistant Chief/Deputy Chief. Incumbents in this classification must be able to work closely with all operating departments of the City and be able to work independently in a productive and efficient manner without direct supervision. Provides supervision to Firefighters and Fire Engineers.

CLASS CHARACTERISTICS

This is a first line supervisory position in the sworn fire series, responsible for all activities on an assigned shift and for assisting with overall department management and multi-agency activities, as assigned. Responsibilities include both shift command and the performance of a variety of emergency response, non-emergency maintenance and administrative duties. Incumbents may serve as a Duty Chief on a relief or as-assigned basis. This class is distinguished from Fire Chief and Assistant Chief/Deputy Chief in that the latter has overall management responsibility for the Fire Department.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, schedules, organizes, assigns, reviews and evaluates the work of 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.
- Represents the department and the City in contacts with other fire and medical response agencies.
- Provides mutual aid to other fire service and medical emergency agencies in accordance with departmental policy.
- Performs the full range of Firefighter 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 manner and perform and operable manner and perform on equipment and coordinating major repairs;
 - Maintaining the station and living quarters in a clean and orderly manner 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.

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 the National Incident Management System (NIMS - including the Incident Command System (ICS).
- 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 emergency medical care.
- Techniques for effectively 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 five (5) years of paid experience as a Firefighter or Fire Engineer. An Associate's or Bachelor's degree in Fire Science or a field related to the work is desirable.

Experience as an Engineer and Acting Captain, Staff Assignment with Pinole Fire, supervisory/management experience, and training and prevention/public education experience are all desirable.

Certification/License:

Must possess and maintain a valid California class B non commercial Firefighter driver's license and a satisfactory driving record. Possession of certification as Firefighter I and II; NIMS IS-700 certification; State Fire Officer certification or successful completion of at least six (6) State Fire Officer Certification classes are required. The six (6) classes completed must include: Command 1A, Instructor 1A and ICS 300. Certification in a State Level 1 Specialty (Investigator, Prevention Officer, Instructor or Public Education Officer) is desirable.

Working Conditions:

Works inside and outside. 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.