



Central Fire Protection District

FIRE CAPTAIN Job Description

Definition:

The Fire Captain, under the supervision of the Battalion Chief shall be responsible for performing, directing, and supervising activities of a fire station on an assigned shift including fire suppression, emergency rescue, inspections, investigations, training, and support functions. Fire Captains on an active Battalion Chief promotional list may work out of classification in the capacity of a Battalion Chief. Incumbents may be assigned to a 56-hour or 40-hour schedule at the discretion of the Fire Chief to perform specialized administrative duties in support of a Division, including Training, Operations, Support Services, or Fire Prevention. This classification of Fire Captain is a Safety classified position.

Distinguishing Characteristics:

The Fire Captain is responsible for direct supervision of firefighters as well as assigned facilities. This position may also be assigned specialized administrative staff duties at District Headquarters. Incumbents of this class are distinguished from those of the Battalion Chief position in that the latter functions as a shift commander and performs administrative duties as determined by the Fire Chief in connection with District functions and programs.

Minimum Requirements:

- Possess and maintain a valid State of California Commercial Class B driver's license with air brake and tank endorsements.
- Six (6) years of increasingly responsible experience with a paid, full-time fire agency, with a minimum four (4) years at Central Fire District.
- California State Fire Marshal Fire Officer Certification or the new California State Fire Marshal Firefighter II Certification. (Those already possessing CSFM Fire Officer from the early curriculum shall be considered equivalent to the new California State Fire Marshal Company Officer classes and certification)
- Must possess a valid EMT-1 or EMT-P certification

Typical Physical and Mental Requirements:

Requires standing, stooping, kneeling, sitting, crouching, and walking for extended periods of time. Requires agility, balance, and stamina in responding to emergency situations that includes climbing, crawling, and walking in steep, slippery, and confined spaces, or similar adverse environments. Requires the ability to lift, carry, push, pull, grasp, and lift different sized objects, equipment and apparatus weighing up to 100 pounds during both routine and emergency situations. Requires the ability to lift, carry, push, pull, grasp, and lift trapped, injured, or deceased persons. Requires the ability to operate fire suppression equipment such as ladders, axes, chain saws, hoses and general maintenance equipment. Requires the ability to drive and operate emergency response vehicles. Requires the ability to effectively and efficiently evaluate emergency situations and determine the appropriate response; implement the appropriate incident action plan; to remain calm and decisive in chaotic and confusing situations. Requires the ability to visually inspect fire equipment and apparatus; to function in atmospheres where vision is impaired; to differentiate between colors to assist in determining proper course of action to mitigate emergencies. Requires normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range.

Examples Of Duties

Examples of duties may include, but are not limited to the following:

- Respond to reported emergencies such as fires, accidents, emergency medical incidents, and incidents involving hazardous materials.
- Direct a company of firefighters to the scene, assess, and report on conditions at the scene, develop an action plan, assume command of all firefighting, rescue and public service operations of the company unless relieved by a senior officer.
- Manage and perform emergency scene operation involving life-saving and property protection work; conduct size-up, resource request and assignment, confinement, extinguishment, salvage, and overhaul.
- Supervise, plan, evaluate, train, motivate, direct, and participate in the work assignments and activities of firefighters.
- Address personnel matters and apply progressive discipline as appropriate.
- Provide employee orientation, training, and practice drills in all phases of fire suppression and related activities to develop and maintain the capabilities, required standards, and readiness of firefighters; conduct training related to fire prevention, public education, accident prevention and department safety practices.
- Responsible for proper maintenance and care of all equipment, apparatus, fire station and grounds; direct and participate in periodic inspection of same to ensure that all assigned equipment, apparatus, facilities, and supplies are in a state of readiness; ensure completion of proper maintenance, documentation and repairs.
- Conduct fire prevention inspections of commercial properties pursuant to state and local regulations and ordinances; follow up on routine and recommended repairs and corrections; refer non-routine inspections or inspection results to Fire Prevention Division personnel.
- Perform administrative duties such as maintaining records, writing reports on the work activities such as fire and emergency reports, daily log book, equipment maintenance logs, and issue performance evaluations of probationary firefighters.

- Update and maintain current maps and charts; must be familiar with Fire District streets, intersections, fire hydrants, water mains, and sprinkler systems; take note of specialized and unusual conditions as required.
- Maintain a level of physical fitness to meet job requirements and to perform the major job functions. Perform and coordinate daily physical training for crew and self.
- Maintain current knowledge of new firefighting and fire prevention principles, techniques, and methods. Attend, as directed, training sessions and conferences concerning, but not limited to, fire suppression, personnel management, medical and hazardous materials.
- Establish and maintain effective public relations and communications with customers and the communities served.
- Perform related duties as assigned.

Knowledge Of:

- Principles, practices, and procedures of modern fire suppression and fire prevention including hazardous materials, building construction features, and electrical hazards.
- Operation and maintenance of modern firefighting equipment and apparatus.
- Emergency medical techniques.
- Fire codes, methods of residential and commercial construction, and techniques relative to the determination of origin and cause of hostile and non-hostile fires.
- Department rules, regulations, policies, and procedures; local automatic aid agreements, local, state and federal mutual aid plans.
- Applicable local, state, and federal laws and regulations.
- Proficiency in the use of computers and related office skills including the use of Microsoft Office Suite, business software applications, staffing software applications, calculators, telephones, copiers and agency specific software.
- Local geography, including the location of water mains, hydrants, and major target hazards, fuel models, and traffic hazards of the Fire District
- Principles and techniques of supervision, leadership, and training.
- Report writing and form procedures.

Ability To:

- Effectively lead, supervise, plan, evaluate, coordinate, train, and direct the activities of firefighters or other assigned personnel.
- Communicate effectively, both orally and in writing with District personnel and the general public.
- Respond to emergency situations in a calm manner; make appropriate situational assessments and sound decisions.
- Deal with personal danger that may include exposure to fire encompassed surroundings, dangerous persons, dangerous animals, hazardous materials, hazards of emergency driving, hazards associated with traffic control, working in and near traffic, and natural or man-made disasters.
- Implement Department policies and procedures.
- Conduct inspections and investigations, including evidence preservation, gathering and presentation.
- Prepare and maintain accurate, concise, clear, complete, and timely records.

- Understand and carry out verbal and written directions.
- Maintain effective verbal and written communications.
- Establish and maintain effective working relationships with District personnel and the general public.
- Effectively plan, direct, coordinate, and complete assigned projects, activities, and specialized administrative duties.

Certifications:

- Valid EMT or EMT-Paramedic Certification
- California State Fire Training Firefighter I and Firefighter II or equivalent.
- California State Fire Training Driver Operator 1A and 1B or equivalent.

Desired Qualifications:

- Possession of an Associate's degree or other advanced degree from an accredited college or university which is recognized by the U.S. Department of Education (USDE) and the of the Council for Higher Education Accreditation (CHEA)
- Completion of the California Incident Command Certification System (CICCS) for Engine Boss, Single Resource (ENGB).