



Department	Fire
Bargaining Unit	HFFU Local 3395
Salary Range	F63
Last Revision	December 2013

Fire Captain

Professional Development Manual

Effective Date – 10-20-2013

JOB DESCRIPTION

FIRE CAPTAIN (LINE CAPTAIN)F-63

DEFINITION

FIRE CAPTAIN

Under direction, on an assigned shift, to have charge of and supervise the activities of an engine or truck company; as assigned, to formulate and implement a fire technical instruction and training program; to conduct firefighting drills; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are at the supervisory level of a Fire Fighter company during a shift. As such, the Captain supervises an engine or truck crew ensuring that training, facility maintenance and firefighting proficiencies are maintained. At the scene of an emergency, the Captain assumes command as the most senior officer to arrive first on the scene. Positions in this class perform work which has some variation and which allows or requires a limited range of choice in the application of defined methods or procedures. Incumbents receive instructions when tasks are assigned and have some latitude in selecting work methods. Work is generally reviewed upon completion for final results. Incumbents are expected to refer to the supervisor for instruction matters which do not fit a clear pattern.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

FIRE CAPTAIN

Plans, organizes and directs the work of a firefighting company; responds to fire alarms and emergencies; gives detailed direction to personnel and personally assists in the work of extinguishing fires and in performing related life and property protection; maintains discipline on calls and in company quarters; assigns daily work to staff; prepares performance evaluations; recommends commendations and discipline; records company activities in daily journal; prepares reports of company activities for review by Shift Commander; inspects personnel, equipment and company quarters; performs or assists in company inspections, classroom instructions and in the preparation of sketches, charts and instructions for fire suppression purposes; drills and instructs personnel in the use of hoses, nozzles, ladders and other portable firefighting equipment; instructs personnel on location of schools, public buildings and other fire hazards and the methods of combating fires in such places, conforming in training and instructional work with department policy and procedures; arranges and presents public information programs; assigns personnel to maintenance duties in and around company quarters; attends fire officers' meetings; maintains records and prepares reports; makes work assignments, sets priority for, trains and reviews the work of firefighting

personnel; conducts staff meetings; distributes assigned work to subordinate personnel; instructs assigned staff in work methods; participates fully in the work of crew/subordinate staff; conducts studies and investigations, preparing reports of findings and recommendations; operates City vehicles; and performs related work as required.

Notification of Assignment Changes Related to Fire Captain Assigned to Administrative Duties – Management proposes to make every effort to notify Captains rotating into and out of the administrative duty assignment a minimum of one pay period (typically two (2) weeks) in advance of any assignment changes.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

LICENSE REQUIRED

- Possession of a valid California Class B Driver's License and a good driving record.
- Possession of an Emergency Medical Technician I (EMT-I).
- Incident Command System 220 and 440 Certificates NIMS 700,800

JOB RELATED AND ESSENTIAL OUALIFICATIONS

FIRE CAPTAIN

Knowledge of:

- Modern fire suppression and prevention principles, methods, practices and techniques;
- Principles of personnel deployment, supervision and training;
- Principles of hydraulic and construction engineering;
- Emergency medical techniques;
- City geography and water systems;
- Simple record keeping methods;
- Principles of correct English usage, grammar and composition

JOB RELATED AND ESSENTIAL OUALIFICATIONS

FIRE CAPTAIN (CONTINUED)

- Basic mathematical and mechanical relationships;
- Appropriate safety precautions and procedures.
- Cert Company Officer

Ability to:

- Make sound decisions and direct fire personnel at the scene of an alarm;
- Supervise, train and evaluate entry and journey-level fire personnel;

- Prepare and present concise written and oral reports including fire safety material;
- Plan, assign, supervise and direct the work of subordinates;
- Operate a vehicle observing legal and defensive driving practices;
- Maintain and modify filing systems;
- Meet, interact and mutually problem-solve effectively with public and private officials, the general public and City staff;
- Operate a computer terminal;
- Understand and carry out complex oral and written instructions requiring problem-solving and independent decision-making;
- Establish and maintain effective relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE GUIDELINES

FIRE CAPTAIN

Experience:

Two (2) years of municipal firefighting experience at the Engineer level.

OR

Four (4) years of experience of municipal firefighting at the Fire Fighter with an AA/AS degree or higher.

Education:

Equivalent to completion of 30 semester units of college credit in fire science or fire administration.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

FIRE CAPTAIN

Ability to:

- Make effective use of personnel, equipment and apparatus in emergency and non-emergency situations.
- Develop and maintain positive and effective teams. Conduct thorough fact-finding investigations and enforce regulations consistently, firmly, tactfully and impartially.
- Communicate clearly and concisely orally and in writing.
- Instruct and lead personnel effectively and maintain discipline.
- Administer emergency medical care and operate a variety of rescue equipment.

- Operate apparatus and equipment used to accomplish the Fire Department Mission.
- Supervise and evaluate personnel with positive result.
- Meet appropriate physical demands necessary for adequate job performance.
- Coordinate and organize non-emergency work activities.
- Prepare and recommend, and implement an effective budget.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Develop, implement and maintain comprehensive emergency services and fire prevention-training program.
- Analyze data and make recommendations for effective organization change.

PHYSICAL DEMANDS AND WORKING CONDITIONS

FIRE CAPTAIN

Strength: Heavy Work – lifting, carrying and/or pushing 100 pounds, with frequent lifting and/or carrying objects weighing up to 50 pounds.

(Rev. 10/13)