



Department  
Bargaining Unit  
Salary Range  
Last Revision

Fire  
HFFU Local 3395  
F73  
November 2013

## **ADMINISTRATIVE CAPTAIN-TRAINING OFFICER**

### **NATURE OF WORK**

This position is responsible for the management and delivery of emergency response training and education programs for members of the department, other outside agencies, and members of the community. This position participates in the formulation, determination, and implementation of related department policy and possesses effective authority to commit Fire Department resources. The work involves supervision of professional staff, administrating and delivering fire, rescue, ems, hazardous materials, personnel and supervisory practices and principles, and other training subject materials. The work also involves researching and developing training programs and assisting in the development of promotional exams. The incumbent works under the direction of the Division Chief of Operations with general direction from the Deputy Fire Chief and Fire Chief.

### **PRE-QUALIFICATIONS FOR APPOINTMENT**

- Must be a current employee of the fire department with a minimum of two years of experience with at least one year experience as a supervisor. (Captain)
- Administration or Emergency Management and Administration or related field is preferred; or any equivalent combination of experience and training.
- Must have attained certification as Firefighter I & II, Officer I
- Must possess a valid California Driver's license without record of suspension or revocation.
- Must pass the department physical agility examination.
- Must pass a required physical examination.
- Must have no felony convictions.
- Must possess ability to work with computer word processors, spreadsheets, databases and other electronic mediums.
- Incident Command System 220 and 440 Certificates NIMS 700,800

### **ESSENTIAL JOB FUNCTIONS**

- Implements and administers emergency response training and public education programs based on national, state, and local standards.
- Evaluates training needs of the department based on discussions with supervisors and other members of the department, review of accident reports, observations on emergency scenes, during training and drills, and from National Standards and takes appropriate corrective action when needed.
- Prepares and administers the department's training budget based on needs assessments.
- Prepares and reviews department personnel training reports.

- Coordinates with the Shift Captains and the Division Chiefs to plan, direct, and implement training and drill activities of department members.
- Plans individual training sessions to provide necessary instructional aids, including apparatus, facilities, tools and equipment, instructors, and course curriculum.
- Instructs classes on a variety of fire service topics ranging from the recruit level to advanced officer levels.
- Prepares immediate subordinate personnel annual performance evaluations and provides feedback to subordinates.
- Evaluates immediate subordinate personnel and makes recommendations for improvement.
- Provides assistance and support to community members as related to fire and life safety education issues.
- Assists with development of related policies and procedures.
- Attends staff, Department, shift and any other meetings as is necessary to ensure the success of the Department and City.
- Attends various meetings to represent the department and city.
- Coordinates and schedules training for recertification of HFD personnel pertaining to fire, ems, hazmat, and technical rescue.
- Generates related statistical reports and presents reports to superiors.
- Assists and directs emergency operations related to emergency responses including but not limited to fire control, ems, hazardous materials incidents, rescue, special operations and other service calls.
- Responds to major alarms and commands emergency activities or assists the incident commander.
- Administers and enforces City, Civil Service, and Department Policies.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

## **REQUIREMENTS OF WORK**

- The position requires considerable experience in fire science relating to fire behavior, fire prevention, firefighting principles and practices, haz-mat response, rescue technologies, and EMS operations; in addition to having education and experience of generally accepted teaching and educational principles and practices at a supervisory level, which provide the following skills, knowledge and abilities.
- Thorough knowledge of all emergency techniques and procedures authorized by the HFD or other nationally recognized good practice.
- Thorough knowledge of all policies, rules and regulations, and S.O.G.s of the City, Civil Service Commission, and Fire Department.
- Thorough knowledge of the uses, operations, maintenance requirements, and locations of firefighting, ems, rescue, haz-mat, special operations, and other emergency equipment tools and apparatus used by the department.
- Thorough working knowledge of fire chemistry, building construction, fire and building codes, Inspection, principles and practices, emergency operations, ems care and

operations, administration and public management and the ability to apply this knowledge to specific situations.

- Thorough working knowledge of apparatus and equipment operations including placement and utilization of at emergency scenes and the safe utilization of personnel during emergency and non-emergency events.
- Thorough knowledge of the Incident Command System and the ability to apply it in emergency events.
- Thorough knowledge of the physical layout of the city, streets and addressing system, major buildings, target hazards, water supply systems, and hydrants.
- Thorough knowledge of all forms and reports required to be completed by department personnel.
- Ability to communicate effectively verbally and in writing with diverse groups within the department, city, community and beyond.
- Ability to recognize and identify issues that need to be addressed and to take appropriate corrective action or make needed recommendations to the Fire Chief.
- Knowledge of community relations and public education needs.
- Ability to interact effectively with citizens, community leaders, city administration personnel, department supervisors, and subordinates at all levels.
- Ability and skills to manipulate computers and software and to develop detailed reports, programs, and other documents.
- Ability to interpret complex and technical data and information and educate others of such information.
- Ability to resolve conflict at the lowest possible level.
- Ability and skills necessary to operate computer software and develop advanced reports and documents.
- Ability to maintain California state EMT certification.
- Ability to maintain personal physical fitness consistent with department standards.

## **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

- Perform staff and administrative duties on a 56-hour, 40-hour and/or modified schedule as required.
- Participate in budget preparation and administration: prepare cost estimates for budget recommendations; submit justifications for needed equipment; monitor and control expenditures.
- Participate in monitoring employee performance objectives; prepare employee performance reviews; provide assistance to personnel under stress due to incidents; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Conduct research; prepare reports, forms, recommendations and other required administrative needs of the Department.

- Assist the department supervisory/management team to analyze the results of operations to improve the operation of the Department and delivery of services to the public.
- Perform emergency mitigation work such as emergency medical aid, fire suppression, rescue public assist.
- Demonstrate professional command presence in all emergency and non-emergency situations.
- Act in higher classification as assigned.
- Be assigned by and serve at the pleasure of the Fire Chief and shall not gain any property interest in the assignment. Generally, the assignment will be a minimum two (2) year assignment. to a maximum of four (4) years. Management does reserve the right to move personnel as needed for the betterment of the organization.
- Have his/her hourly rate of pay adjusted based on the transition from a 56 hour work week to a 40 hour work week (Monthly salary x 12 months ÷ 26 pay periods ÷ 80 hours per pay period = hourly rate of pay for 40 hour work week).
- Be eligible for call back overtime pay as approved PER MOU
- Be compensated in an amount of fifteen percent (15%) of base pay per month to compensate for the loss of potential FLSA pay.
- Be paid for (and have the corresponding days off) 10 holidays and 2 floating holidays per year.
- Have a maximum vacation accrual of 240 hours.
- Accrue sick leave at a rate of 3.69 hours per pay period for a term served 6 months or longer.

#### **ADMINISTRATIVE FIRE CAPTAIN (CONTINUED)**

Not be eligible for the 192 hours of holiday pay (CTO) that is provided the 24 hour shift employees on July 1<sup>st</sup> each year to compensate them for having to potentially work holidays throughout the year. *Any remaining balance of the 192 hours of holiday pay (CTO) that an employee may have prior to assignment to this position will be unaffected and can be used as outlined in the current MOU. Any employee transitioning from Captain assigned to administrative duties to shaft Captain shall have holiday pay prorated on the basis of 16 hours per month.*

**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.

**Vehicle Use by fire Captain Assigned to Administrative Duties** - Management proposes to provide a department vehicle for work related use, including travel to and from the Captain's residence, as long as the assigned Captain's residence is within San Benito County.

#### OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.