



Department	Fire
Bargaining Unit	HFFU Local 3395
Salary Range	F73
Last Revision	December 2013

## **Administrative Fire Captain**

Professional Development Manual

Effective Date – 10-20-2013

### **JOB DESCRIPTION**

ADMINISTRATIVE FIRE CAPTAIN F-73

### **DEFINITION**

#### **ADMINISTRATIVE FIRE CAPTAIN**

Supervises emergency and non-emergency activities of an assigned shift; performs supervisory, technical and administrative work; commands the delivery of emergency services; provides and coordinates training; provides highly responsible technical staff assistance to the fire chief; maintains authorized daily staffing for emergency response.

#### **Supervision Received and Exercised**

Receives general direction from the Fire Chief or Division Chief

Exercises direct supervision over assigned staff.

### **CLASS CHARACTERISTICS**

#### **ADMINISTRATIVE FIRE CAPTAIN**

- Assist in the development and implementation of goals, objectives, policies, standard operating guidelines and priorities; establish schedules and methods to assign personnel work;
- Attend and participate in meetings to improve the department's ability to effectively and efficiently function and deliver customer service.
- Plan and execute work assignments of Fire Captains and assigned fire personnel through a program management system.
- Assist and supervise personnel at emergencies, such as fires, hazardous materials incidents, medical emergencies, public assists, rescue; ascertain and obtain needed resources; make technical decisions as to the best methods to mitigate or cause mitigation.
- Participate in emergency and non-emergency activities as needed and appropriate.
- Coordinate and perform code enforcement, public education and training activities.
- Conduct inspections of facilities, equipment and apparatus.

## 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 ( $\text{Monthly salary} \times 12 \text{ months} \div 26 \text{ pay periods} \div 80 \text{ hours per pay period} = \text{hourly rate of pay for 40 hour work week}$ ).
- 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.

### JOB RELATED AND ESSENTIAL OUALIFICATIONS

- 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.
- Analyze data and make recommendations for effective organization change.
- Prepare and recommend, and implement an effective budget.
- Coordinate and organize non-emergency work activities.

## Knowledge of:

- Principles of modern fire/emergency mitigation including fire, emergency medical care, rescue, hazardous materials, use, and care of equipment and vehicles.
- Principles of modern emergency management.
- Principles of fire/emergency prevention including personal injury, life loss, property, and environmental damage.
- Principles and practices of administration, budget preparation, and management, personnel management.
- Principles and practices of training.
- Principles and practices of supervision.
- Modern firefighting, and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of various types of fire apparatus and equipment.
- Characteristics of a wide variety of flammable, explosive, and environmentally damaging materials.
- 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;

## TRAINING AND EXPERIENCE GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

### Experience:

Three (3) years of municipal fire suppression and prevention experience as a fire captain.

### Training:

Equivalent to completion of twelfth grade, preferably supplemented by an Associate of Arts degree in fire science, fire administration or a related field.

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain, the following licenses at time of appointment.

- State Fire Officer's Certification
- Emergency Medical Technician Certificate
- Incident Command System 200, 300, and 400 Certificates
- NIMS 700, 800
- Driver-Operator Certificates issued by the State of California (1A and 1B or equivalent)
- Class B (F.D.) valid State of California driver's license or Fire Fighter Endorsement

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