



<b>Department</b>	Fire
<b>Bargaining Unit</b>	HFFU Local 3395
<b>Salary Range</b>	F63
<b>Last Revision</b>	February 2018

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## **FIRE CAPTAIN**

Effective Date – 04-02-2018

### **JOB DESCRIPTION**

#### **DEFINITION:**

Under the direction of the Battalion Chief or Division Chief, this classification is responsible for performing, directing, and supervising activities of the fire station on an assigned shift including fire suppression, emergency rescue, inspection, investigation, training, and support functions.

Qualified Company Officers on an active promotional list may work out of classification in the capacity of a Fire Captain.

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 Department Division, including Training, Operations, Logistics, Plans, or Fire Prevention.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Fire Battalion Chief  
Reports directly to the Fire Battalion Chief or the Fire Division Chief  
Exercises direct and indirect supervision of the Engineer, Firefighter and Reserve.

#### **CLASS CHARACTERISTICS:**

This is the first full supervisory class within the classification of firefighters. The Fire Captain is responsible for direct supervision of firefighters. This position may also be assigned specialized administrative staff duties at Department Headquarters. The classification of Fire Captain differs from the next lower classification of Fire Engineer in that a Fire Engineer functions as a Task specific of an assigned Engine, Truck or Rescue Company and has some administrative duties in connection with other Department functions and programs.

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

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.

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- 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.
- Conduct 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 lower level employees and probationary firefighters.
- Update and maintain current maps and charts; must be familiar with Department jurisdiction 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 perform the major job functions.
- 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

## **FIRE CAPTAIN (Continued)**

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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.
- Standard office equipment, including computers, and the necessary business software, RMS, and personnel staffing applications, telephones, calculators, copiers, and FAX.
- Local geography, including the location of water mains, hydrants, and major target hazards, fuel models, and traffic hazards of the Department.
- Principles and techniques of supervision, leadership, and training.
- Report writing and form procedures.

### **ABILITY TO:**

- Effectively communicate, lead, supervise, plan, evaluate, coordinate, train, and direct the activities of firefighters or other assigned personnel.
- Respond to emergency situations in a calm manner; make appropriate situational assessments and sound decisions.
- Effectively 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 Department staff and

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the general public.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include performing life threatening firefighting activities in an emergency situation; running, walking, crouching or crawling during emergency operations; moving equipment and injured/deceased persons; climbing stairs/ladders; performing life-saving and rescue procedures; walking, standing or sitting for extended periods of time; operating assigned equipment and vehicles.
  
- Effectively plan, direct, coordinate, and complete assigned projects, activities, and specialized administrative duties.
  
- Submit and pass a background investigation
- Complete the Hollister Fire Departments task book

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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:

### **EDUCATION AND EXPERIENCE:**

- Five (5) years of municipal firefighting experience at the Fire Fighter/Engineer level.
- California State Fire Training Fire Fighter I (2013) or (2001)
- California State Fire Training Fire Fighter II (2013) or (2001)
- California State Fire Training Fire Apparatus Driver/ Operator Pump I or (2015)
  - Driver/ Operator 1A Certification
  - Driver/ Operator 1B Certification
- National Incident Management System (NIMS) 700
- California State Fire Training Fire Officer RETIRED Certification  
Or
- California State Fire Training Company Officer (2014) classes

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**OR**

**EDUCATION AND EXPERIENCE:**

- Ten (10) years of municipal firefighting experience at the Fire Fighter/Engineer level.
- California State Fire Training Fire Fighter I (2013) or (2001)
- California State Fire Training Fire Fighter II (2013) or (2001)
- California State Fire Training Fire Apparatus Driver/ Operator Pump I or (2015)
  - Driver/ Operator 1A Certification
  - Driver/ Operator 1B Certification
- National Incident Management System (NIMS) 700

*Note: If promoted the below must be completed prior to the completion of probation*

- California State Fire Training Company Officer (2014) classes and task book

**OR**

**EDUCATION AND EXPERIENCE:**

- Three (3) years of experience of municipal firefighting at the Fire Fighter/Engineer level with an AA/AS degree or higher.
  - California State Fire Training Fire Fighter I (2013) or (2001)
  - California State Fire Training Fire Fighter II (2013) or (2001)
  - California State Fire Training Fire Apparatus Driver/ Operator Pump I or (2015)
    - Driver/ Operator 1A Certification
    - Driver/ Operator 1B Certification
  - National Incident Management System (NIMS) 700
  - California State Fire Training Fire Officer RETIRED Certification
- Or
- California State Fire Training Company Officer (2014) classes

Associates Degree from a properly accredited institution is highly desirable. A BS/BA degree from a properly accredited institution in Fire Protection Technology or other related field is highly desirable.

**LICENSE, CERTIFICATE AND QUALIFICATIONS:**

Certification as a Fire Officer by the Office of the State Fire Marshal California State Fire Training  
OR

Ability to complete all California State Fire Training Company Officer (2014) Company Officer  
NFPA Fire Officer I/II and Wildland Officer I level classes and Task Book  
And

Ability to complete applicable California Incident Command Certification System (CICCS) components

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### **Must have the following:**

- Possession of a valid California Class B Driver's License, Current Medical Examiners Certificate (MCSA-5876) or Firefighter Endorsement (F), Current Health Questionnaire (DL-546) and a good driving record.
- Possession of a California Emergency Medical Technician (EMT) card.
- Possession of a Current Cardiopulmonary Resuscitation (CPR) and Automated Defibrillation (AED) certificate.

### **Must complete the following coursework within a year of appointment if incumbent does not possess the SFT Fire Officer RETIRED Certificate:**

- ICS-300: Intermediate ICS for Expanding Incidents
- NIMS I-700:
- Company Officer 2A: Human Resource Management
- Company Officer 2B: General Administration
- Company Officer 2C: Fire Inspection and Investigation
- Company Officer 2D: All-Risk Command Operations
- Company Officer 2E: Wildland Incident Operations

Must complete any additional required Company Officer Courses during probationary year on own time through the City's Tuition Reimbursement program, if available.

### **SPECIAL REQUIREMENTS:**

- Must meet minimum medical requirement defined in NFPA Standard 1582
- Must demonstrate physical strength, endurance and agility as defined by NFPA Standard 1582 and as applied to the position
- Must maintain physical fitness according to Departmental Standards
- Must sign non-tobacco use agreement
- Must complete all required items in Hollister Fire Department Company Officer Task Book prior to appointment. Entire task book must be completed prior to achieving permanent status.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Incumbent must be able to satisfy the Arduous physical demand of the job.

#### **Arduous**

Duties involve fieldwork requiring physical performance calling for above-average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency situation.