



Position Description

FIRE CAPTAIN

DEFINITION

Under direction of Battalion Chief or above, perform responsibilities for fire station operations on an assigned shift and supervise subordinate personnel engaged in firefighting and other activities. The Fire Captain is a journey-level supervisory management position with significant field and administrative responsibilities relating to the planning and delivery of program services. This is a Fair Labor Standards Act (FLSA) non-exempt position.

SUPERVISION RECEIVED

Receive general supervision from assigned Battalion Chief or above.

SUPERVISION EXERCISED

Supervise Firefighters, Firefighter Paramedics, and technical and administrative staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Plan, organize, direct, and participate in the activities and personnel on an assigned shift or direct special function.

Respond to fire, emergency rescue, EMS alarms and public service calls by directing firefighters to the scene, assessing and reporting conditions at the scene.

Assume command of all fire control and rescue operations until relieved by supervisor.

Assign firefighters and equipment.

Designate route to be taken to emergency and order placement of equipment in proper position for efficient operation.

Direct subordinates and assist in extinguishing fires and performing lifesaving and property protection work.

Supervise the return and servicing of equipment after calls.

Responsible for care and use of fire station including supervising and participating in the maintenance of facility, equipment, and apparatus.

Evaluate performance of subordinates.

Maintain records and submit reports.

Conduct drills and classes.

Develop and present training to improve the service and safety level of fire fighting force.

Conduct fire prevention inspections to eliminate fire hazards through enforcement of fire codes, and provide fire safety education.

Attend conferences and meetings to keep abreast of current trends in the field; represent the City Fire/Emergency Medical Services (EMS) in local, county, state and other meetings.

Assist in coordinating Fire Department activities with other departments and divisions within other jurisdictions.

Enforce all City and department rules and regulations, procedures, and policies,

Stay current with changes in education, technology, rules, regulations, and laws related to the work of firefighting.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Knowledge of principles, practices and procedures of modern firefighting and protection of lives and property; policies and standards of the Fire Department; operation and maintenance of the types of apparatus and equipment used in firefighting; local geography including location of water mains, hydrants and major fire hazards of local jurisdictions; EMS, rescue equipment and protection techniques; principles of supervision and training; fire code and local codes; extrication procedures, hose evolutions, and ladder principles; fire ground tactics and strategy, salvage and overhaul techniques, ventilation practices and sprinkler operations; rescue practices, knots, ropes, and rescue equipment; modern technology and equipment related to firefighting.

Ability to:

Ability to lead people effectively under normal and emergency conditions; supervise effectively and maintain discipline; interpret and explain fire prevention laws and regulations; prepare clear, concise and complete reports; conduct training and drill sessions; understand and carry out written directions; work in a hazardous environment

including electrical and mechanical hazards, work in confined spaces; work with hazardous materials and produce extreme effort/energy for short periods of time plus maintain endurance; analyze situations quickly and draw logical conclusions; remain calm and follow instructions under pressure, stress and emergency situations; work cooperatively with all those contacted in the course of work; take a proactive approach to customer service issues and deal calmly with citizens; demonstrate teamwork in a community living environment.

EDUCATION AND EXPERIENCE

Graduation from an accredited college with an Associate of Arts (AA) or Associate of Science (AS) degree, or completion of 60 units of college credits including 24 units of courses related to fire science.

Minimum five (5) years firefighting experience.

Completion of the probationary period as a Firefighter with the San Bruno Fire Department by appointment.

Certification as a Company Officer by the California Fire Service Training and Education System (CFSTES), or required classes and paperwork submitted to State Fire Marshal's Office within one year of appointment. May have up to two (2) years to complete certification after appointment; however, probationary period will be extended until completed.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California Class B driver's license, or Class C driver's license with Firefighter Endorsement.

Possession of and ability to maintain a valid State of California *Emergency Medical Technician (EMT)* license or State of California *Emergency Medical Technician – Paramedic (EMT-P)* license.

TOOLS AND EQUIPMENT USED

Emergency medical aid equipment, fire apparatus including advanced electronic control systems, fire pumps, hoses, ladders, ventilation, salvage and communication equipment, manual forcible entry tools, power saws, hydraulic rescue tools, rescue ropes, pulley, and other standard firefighting and medical equipment, vehicle, radio, pager, phone, calculator, copy and fax machine, personal computer, including various software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and smell, twist upper body, climb ladders and work at heights. The employee is required to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 150 pounds. The employee must have visual and aural abilities, including but not limited to close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, as well as physical stamina and endurance required to perform the aforementioned duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview; job-related tests; background check; physical agility; drug screening; pre-employment medical examination. Appointees will be subject to completion of a standard probationary period.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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