



Position Description

FIRE CAPTAIN

DEFINITION

Under general supervision, performs a variety of administrative, supervisory and technical work in the supervision and administration of fire suppression, emergency aid, hazardous materials, and fire prevention activities; and participates as an active member of the Fire Chief's administrative team.

SUPERVISION RECEIVED

Receives general supervision from the assigned Battalion Chief and/or above.

SUPERVISION EXERCISED

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

DISTINGUISHING CHARACTERISTICS

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. When assigned to Suppression, assumes command at emergency incidents, supervises a company of Firefighters and Firefighter Paramedics, directs staff in response to emergency situations, ensures proper training of assigned staff and performs administrative work in support of suppression activities. When assigned to Prevention, applies substantial theoretical and practical knowledge to fire prevention and investigation activities, develops and presents public education programs, and performs administrative work in support of prevention activities. Requirements include evening and weekend hours and response to emergency situations. This position is distinguished from the Firefighter position in that incumbents have full responsibility for the general activities associated within their assigned functional area or company. This is a Fair Labor Standards Act (FLSA) non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only)

When assigned to Fire Suppression:

Supervises Firefighters and Firefighter/Paramedics in their assigned duties as directed. Conducts roll call; ensures sufficient staffing, and implements voluntary or mandatory overtime call in procedures to meet staffing needs.

Responds to alarms received and directs routes to be taken; directs work of fire personnel unless relieved by a superior officer, determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, and placing of salvage covers.

Supervises maintenance of departmental apparatus, equipment, supplies, and facilities.

Performs emergency aid activities including administering first aid and providing other assistance as required. Applies basic life support techniques and performs rescues as necessary. May provide advanced life support paramedic services when acting as a Paramedic.

Participates in fire drills, attends classes in firefighting, emergency medical services, hazardous materials, and related subjects.

Participates in the development of and operation of departmental in-service training activities; instructs and drills firefighters in watch duties, use of tools, raising of ladders, rescue and salvage work, etc.

If qualified, may conduct State Fire Marshal certified classes as assigned by a Battalion Chief and/or above.

Conducts periodic performance evaluations and planning sessions for assigned personnel; counsels assigned personnel on job performance and disciplinary matters; initiates disciplinary recommendations for review by a Battalion Chief and/or above.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Prepares a variety of reports and records including personnel records and requisitions.

When assigned to Fire Prevention:

Inspects commercial, industrial, residential, institutional, public assembly and public lodging structures, and new construction and remodel sites for compliance with applicable laws and regulations.

Performs complex inspections involving unusual technical and enforcement problems.

Schedules and tracks the inspection of hydrants, automatic fire sprinkler systems, and elements of a fire protection system.

Calculates water fire flows for building requirements.

Maintains records of fire losses, inspections, fire deaths, and injuries.

Conducts plan checking of building suppression, protection and detection systems.

Provides public education for schools, community groups, and other organizations or institutions.

Conducts investigations of fires; assists in determination of cause and origin; and completes arson investigations as indicated.

PERIPHERAL DUTIES

Performs the duties of subordinate personnel as needed.

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

Coordinates activities with other supervisors or other City departments and exchanges information with officers in other fire departments.

Maintains contact with general public, department officers and other City officials in the performance of fire department activities.

May serve as a member of various employee committees or other assigned groups; assures inter-departmental coordination and cooperation.

Represents the City in related professional organizations as appropriate; serves as liaison with other agencies, public entities, and other City departments.

Analyzes and recommends improvements to equipment and facilities, as needed.

Reviews, evaluates and develops programs, policies, and procedures for various departmental operations.

Assists in the preparation and administration of the department budget.

Provides supervisors with regular information on department activities and employee related issues or concerns.

Schedules and conducts meetings; maintains departmental apparatus, equipment, supplies, and facilities.

May be assigned to complete administrative tasks, including the research, analysis of information and documentation of results.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of modern fire suppression and prevention; emergency medical services principles, procedures, techniques, and equipment; first aid and resuscitation techniques and their application as demonstrated through California State E.M.T Certification; applicable laws, ordinances, departmental standard operating procedures and regulations; principles and practices of supervision training and personnel management; local geography, including the location of water mains and hydrants and the major fire hazards of San Bruno; applicable Federal, State and local laws and ordinances and fire safety standards; fire prevention principles, procedures, techniques and equipment; building, electrical, mechanical and fire codes.

Ability to:

Train and supervise subordinate personnel; perform work requiring good physical condition; drive departmental apparatus and vehicles; exercise sound judgment using the appropriate firefighting techniques and procedures applicable to a specific situation; communicate effectively orally and in writing; exercise sound judgment in evaluating situations and in making decisions; effectively give and receive verbal and written instructions; establish and maintain effective working relationships with other employees, supervisors, and the public; perform cooperatively and effectively as both a team leader and team member, recognize fire hazards such as structural conditions and hazardous materials, and recommend techniques for correcting them; instruct and lead fire training sessions and courses; plan and present educational and informational presentations; conduct preliminary fact-finding inspections and investigations, including evidence gathering..

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with an associate's degree in fire science, general education, public administration or a closely related field; certification as a Fire Officer by the California Fire Service Training and Education System and, five (5) years of municipal fire suppression and emergency response experience.

OR

Certification as a Fire Officer by the California Fire Service Training and Education System upon appointment and, eight (8) years of municipal fire suppression and emergency response experience.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California Driver's License with Commercial Driver's License endorsement or Firefighter endorsement.

Current California State Certification as an E.M.T- Basic

TOOLS AND EQUIPMENT USED

Emergency medical aid equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, pager, personal computer, phone, and motor vehicle.

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.

The employee must frequently lift and/or move up to 25 pounds and at emergency scenes may occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination. Appointees will be subject to completion of a standard probationary period.

The examples of duties 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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