

**CITY OF SONORA  
JOB DESCRIPTION**

Adopted 03-17-2003/Amended 03-21-2005/Amended 07-06-2015  
(Retitled & Amended Fire Engineer Job Description)



# FIRE CAPTAIN

## **DEFINITION**

Under direction of the Fire Chief, the Fire Captain directs the activities of the engine company and personnel assigned to his/her shift. The Fire Captain is responsible for the supervision and direction of paid and volunteer personnel on all emergency incidents, their performance of routine duties, apparatus maintenance, equipment and facility maintenance, and other activities as may be assigned to the shift by the Fire Chief. The Fire Captain is also responsible for the completion of administrative and fire prevention assignments.

## **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from Fire Engineer in that tasks include supervision of paid and volunteer personnel on an on-going basis, and management of fire operations on one of three platoons. Management of fire operations involves planning, coordinating, implementing and overseeing platoon operations including fire suppression, EMS, Hazardous Materials response, apparatus and equipment, facilities and grounds, Fire Prevention and pre-fire planning, and the development and presentation of training activities.

## **ESSENTIAL JOB FUNCTIONS**

**Duties may include, but are not limited to, the following:**

- Responds to fire, emergency incidents and commands the activities of his/her assigned engine company
- Operates fire equipment and assists in the suppression of fire.
- Directs and assists with fire prevention activities.
- Assist in emergency medical care and rescue.
- Supervises the testing and maintenance of fire equipment.
- Supervises and/or assists with maintaining station, apparatus and equipment.
- Answers telephone and radio equipment as needed.
- Develops lesson plans and delivers training to personnel and volunteers.
- Learns and performs related duties as assigned.
- Oversees completion and maintenance of apparatus records.
- Ability to drive and work in inclement weather.
- The Fire Captain often works as the Incident Commander until relieved.
- The Fire Captain is called upon to make decisions as to the best method of performing rescues, extinguishing structural and wildland fires and extricating victims.
- Maintains discipline and enforces City polices, SOP's, rules and regulations.

- Completes ongoing shift work, project work, fire prevention activities, public education programs, and public service assistance as may be assigned by the Fire Chief.
- Formally evaluates personnel assigned to his/her shift and recommends ways to improve knowledge, skills and abilities.
- Responsible for writing incident reports, entering activities in the day log and electronic activity program, and maintaining such records as required by City policies and procedures and administrative directives.
- Occasionally acts as the City's Duty Officer in the absence of the Fire Chief.
- Studies the location of streets, fire hydrants, sprinkler systems, alarm systems and lock box locations.
- Conducts inspections of commercial occupancies, participates in pre-fire planning and becomes familiar with the various floor plans, types of construction and hazards associated with each occupancy.
- Drives and operates fire apparatus and staff vehicles.
- Greets and assists the public in a helpful and positive manner.
- Participates in budget preparation for assigned areas of responsibility.

**Knowledge of:**

- Principles, practices and techniques of modern structural and wildland fire suppression and prevention activities.
- Principles, practices and skills of emergency medical care, including Cardio Pulmonary Resuscitation (CPR) and Automatic External Defibrillation (AED).
- Intermediate to advance fire hydraulics and math.
- Intermediate to advance principles of mechanics.
- Intermediate to advance principles of Incident Command System.
- Knowledge and experience in preparing and delivering training classes, drills and other related training activities.
- Knowledge of California National Fire Incident Reporting System.
- Basic knowledge of computer technology and general use of the internet.

**Ability to:**

- Read, understand and apply a variety of fire suppression, prevention information and materials; perform a variety of physical and mechanical operations, reason and act decisively, quickly and calmly in emergency situations.
- Evaluate complex emergency situations when not directly supervised; perform prolonged arduous work under adverse and often dangerous conditions.
- Learn a variety of fire fighting duties and methods and the use of fire fighting equipment.
- Provide proper emergency medical care, including CPR and AED, and be able to utilize rescue equipment available at scene.
- Understand and follow oral and written instructions.
- Perform routine maintenance.
- Establish and maintain records.
- Establish and maintain effective working relationships with co-workers and the public.

**Experience/Education/Licenses/Certificates:**

Sufficient training and experience which demonstrates the possession of the knowledge and abilities required to perform the essential job functions. Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

Graduation from high school or passage of the high school level General Education Development (GED) test.

Complete at least 15 units at an approved college with course work in fire science, public administration or related field.

**Experience:**

A minimum of five years full-time paid municipal firefighting experience within an organized fire agency, including one year as a Fire Captain; and/or a qualified Fire Engineer working out of class for the equivalent of one year as a Fire Captain; and/or a City of Sonora Relief Captain for a minimum of one year.

**Preferred Education and Experience:**

Possess an AA, AS or higher degree from an approved college or university.  
ICS 100,200 & 300.

**Certificates:**

California State Fire Training Fire Officer Certification

Must be currently certified as EMT-I (*EMT - I certification must meet the requirements of Title 22, California Code of Regulations*).

Completion of Driver/Operator 1A & 1B.

IS700 and IS800 (NIMS)

Candidate Physical Ability Test (CPAT) valid 6 months from time of interview.

CPR and AED certified.

**Licenses:**

Must possess a minimum of a valid California Class C Driver's License with a Fire Fighter endorsement and have a responsible driving record.

## **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:**

### **Required Physical Activities:**

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, repetitive motions.

### **Physical Characteristics of Work:**

Work requiring up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

### **Environmental Conditions:**

The work is performed inside or outside and includes being exposed to cold, heat, noise, vibration, mechanical or electrical hazards, atmospheric conditions that require the use of Self Contained Breathing Apparatus. Work as needed, with little or no advance notice; work during emergency events in adverse environments; work in intense life-threatening conditions; work in inclement weather conditions; be subjected to exposure of hazardous materials, dangerous persons, bodily fluids and noise; running, walking, crawling, climbing, stooping, twisting, bending, lifting and sitting for long periods of time; work in an office environment with sustained posture in a seated position for prolonged periods of time.