



**FEBRUARY 2017/UPDATED
DECEMBER 2023
FLSA: NON-EXEMPT**

FIRE CAPTAIN

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing technical support related to programs and activities of the Fire Department, including fire suppression, rescue, emergency medical treatment, hazardous material response, and fire inspection and prevention services; takes command of fires and other all-risk emergency incidents within the City; performs the full range of emergency response duties as a member of a response team; coordinates assigned activities with other City departments and outside agencies; provides complex and responsible support to the Fire Chief and others in areas of expertise; and performs related work as required

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief. Exercises direct and general supervision over assigned regular and volunteer staff.

CLASS CHARACTERISTICS

This is a supervisory classification responsible for the operations and services of the City's Fire Department. Responsibilities include performing diverse, specialized, and complex work involving accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day fire department activities and operations, including all risk emergency response, non-emergency maintenance, and administrative duties. Successful performance of the work requires skill in coordinating work with that of other City departments and public agencies. This class is distinguished from Fire Chief in that the latter has overall management responsibility for all fire safety programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Administers, coordinates, manages, and personally performs work in support of a variety of departmental programs and activities such as fire administration, prevention, public education, inspection, rescue, emergency medical treatment, hazardous material response, fleet equipment maintenance, inventory, training, or other aspects of the fire prevention and suppression programs.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees division budgets.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses

- and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Fire Chief.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements disciplinary action up to and including written reprimand and recommends higher disciplinary procedures.
 - Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
 - Establishes incident command system at all emergencies; directs firefighting operations, including commanding tactical and safety activities to ensure all response activities are conducted in a manner consistent with prescribed policies and procedures.
 - Identifies fire-training needs of company personnel; trains and instructs personnel in the use of a variety of firefighting apparatus, equipment, tools, and devices; instructs personnel on location of fire hazards in public buildings and the methods of combating fires in such places; ensures conformance of training and instructional work with department policies and procedures.
 - Ensures an accurate and efficient inventory of equipment and supplies, including purchasing needed equipment and submitting equipment requests accordingly.
 - Provides mutual aid to other fire service and medical emergency agencies in accordance with departmental policy.
 - Supervises and participates in all firefighter duties.
 - Performs and assists in company and/or station inspections; inspects personnel, equipment, and company quarters; oversees the maintenance of the station and personal living areas.
 - Serves as a liaison for the assigned division to other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
 - Provides highly complex staff assistance to the Fire Chief; develops and reviews staff reports related to assigned activities and services; may present information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
 - Stays abreast of new trends and innovations in the field of fire safety services and operations; researches emerging products and enhancements and their applicability to City needs.
 - Monitors changes in regulations and technology that may affect operations, implements policy and procedural changes after approval.
 - Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles, practices, procedures, techniques, and equipment used in: fire, medical and hazardous materials emergency response, including containment and clean up; technical and confined response situations.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to public works operations and maintenance.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Act as the Fire Chief as designated.

Education and Experience:

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

Equivalent to the completion of the 12th grade, supplemented by fifteen (15) semester units of college coursework from an accredited educational institution. Five (5) years of paid municipal firefighting

experience with an organized fire agency, including one year as a qualified Fire Engineer. An associate degree in Fire Science or a related field and ICS 300 is highly desirable.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License with Firefighter endorsement and a responsible driving record. If applying from out of state, must possess a valid driver's license with a responsible driving record, and be able to obtain a California Class C Driver's License with a Firefighter endorsement within 6 months of appointment.
- Possession of a California State Fire Training Fire Officer Certification or California State Fire Training Company Officer Certification or Completion of California State Fire Training Educational requirements for Company Officer with initiation of task book completed by end of 18 - month probation. (See Section O of current SFFA MOU.)
- Possession of Hazardous Materials Incident Commander certificate.
- Possession of a First Responder Hazardous Material (FRO) certification.
- Possession of Driver Operator 1A and 1B certificates.
- Possess and maintain a valid CPR certification
- Possess and maintain a valid EMT-I certification, or possess and maintain a valid EMT-P issued by the State of California.
- Federal Emergency Management Association's National Incident Management System (NIMS) IS700 and National Response Framework (NFR) IS800, ICS 100 and 200 courses.
- Candidate Physical Ability Test (CPAT) issued within 6 months from time of interview. (Not applicable for internal candidates)

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility, physical strength, and stamina to respond to emergency situations and use all emergency apparatus and equipment; perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders; to operate a motor vehicle and to visit various City and meeting sites; vision to discern colors and assess emergency situations, including medical incidents, and to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is partially a sedentary, partially a field classification that requires operating in emergency situations and identifying and assessing problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, operate standard office equipment, and to operate above-mentioned apparatus and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites, and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials, objects, and individuals necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The work also involves work in the field with exposure to loud noise levels, extreme temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees are required to work shifts, as scheduled by the department.