

FIRE CAPTAIN

DEFINITION

Under general supervision plans, supervises, coordinates and participates in the emergency and non-emergency preparedness, response, fire suppression, prevention activities on an assigned shift. Supervises and trains firefighters, commands incident scenes, attends meetings as a representative of the Chief and the City of Paso Robles. Makes decisions that relate to programs under their responsibility and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

This classification receives direct or general supervision from administrative and/or management staff. Provides supervision and/or technical and functional lead direction, instructs and reviews lower-level classes within the department.

CLASS CHARACTERISTICS

Work performed at this level is done as a first line supervisory level. The incumbent is required to possess the training and ability of a seasoned firefighter and in addition, possess higher level education, skill, and leadership ability. They will be responsible for the effective performance of a work team assigned to an operational shift.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Responds to emergencies and makes decisions related to emergency management and fireground operations.
- Renders basic life support medical skills.
- Takes appropriate action to protect life, provide for incident stabilization, property conservation and protect the environment using a proper risk assessment.
- As necessary, command and direct engine companies, truck companies, and/or specialized resources until relieved by a superior officer.
- Safely and efficiently operates fire apparatus.
- Selects routes to be taken to emergency incidents and directs fire apparatus at the scene to achieve the most efficient operation.
- Supervises the routine maintenance of station and grounds, and all apparatus and equipment assigned to the station.
- Trains and drills assigned personnel in various phases of fire prevention, fire suppression and pre-suppression activities according to the training plan.
- Supervises and participates in physical fitness activities with assigned personnel.
- Inspects residential and commercial occupancies, open areas and conditions to detect and correct fire hazards or potentially life-threatening situations.
- Educates the public regarding fire prevention.
- Maintains the daily staffing report and prepares periodic and special activity reports.
- Observes and reports on performance and potential of subordinates.
- Performs other related tasks as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of hydraulics as applied to fire suppression.
- Principles, practices, methods, techniques, materials and equipment employed in fire suppression, investigation, prevention, emergency response, rescue, medical aid, hazards and safety precautions, applicable laws and regulations.
- City geography, including street names and number, and the location of fire hydrants.
- Applicable laws, rules and regulations, including those governing the operation of emergency vehicles.
- Basic organization and function of public agencies, including the role of an elected City Council.
- Federal, state, and City codes, regulations, policies, agreements, technical processes and procedures related to City and departmental activities.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing, techniques for preparing informational materials and the standard format for reports, correspondence and other written materials.
- English usage, spelling, grammar and punctuation.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.
- Principles and practices of management and supervision.
- Occupational safety and health rules and regulations.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and City staff, in person and over the telephone.

Skill in:

- Planning, organizing and coordinating the work of subordinate staff.
- Assessing and implementing emergency situation response.
- Rendering emergency medical care at the basic life support level and operating department apparatus/equipment.
- Providing varied and responsible work requiring the use of independent judgment, tact and discretion.
- Interpreting, applying, explaining, and implementing policies, procedures, technical processes and computer applications related to the City, department, or organizational unit to which assigned.
- Leadership, coordinating staff, and delegating tasks.
- Collecting, compiling, analyzing and summarizing varied information, proposing and considering alternatives and reaching sound conclusions.
- Effectively representing the department and the City in meetings with community groups and various business, professional and educational organizations.
- Effectively communicating verbal and written instructions.
- Compiling information from varied sources and preparing accurate records and reports.
- Composing correspondence, informational materials and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.

- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, initiating processes, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Taking a proactive approach to customer service issues.
- Data entry into standard computer formats and producing correspondence and reports with speed and accuracy sufficient to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

High school graduation or equivalent.

Minimum of four (4) years of broad and increasingly responsible experience as a paid, full-time firefighter.

At least one (1) year of that experience must be performed in the rank of a paid, full-time Fire Engineer or Acting Engineer.

Licenses and Certifications:

- State Fire Fighter I Certificate
- State Company Officer Certificate or completed current State Company Officer course requirements.
- At a minimum possess, a valid California Class C Driver's License with Firefighter Endorsement
- Valid California or National Registry Emergency Medical Technician I Certificate
- State Driver/Operator 1A and 1B Certificates or State Fire Training course equivalency
- Successful completion of the Paso Robles Fire and Emergency Services Engineer Task Book or obtained the rank of Fire Engineer.

Within 90 days of appointment must attain:

- San Luis Obispo County Emergency Medical Services Agency requirements for expanded Emergency Medical Technician skills.

Within 12 months of appointment must complete:

- State Company Officer Task Book and obtain Company Officer Certificate (if not completed at time of appointment).

Working Conditions:

Incumbents in this classification work 24-hour shift assignments, including weekends and holidays, and may be required to work overtime with little or no notice. Due to the varied and unpredictable nature of the work, incumbents may also be required to work under the following conditions:

During a shift, Fire Captains are subject to unpredictable interruptions of sleep periods during which they must function effectively, including directing the work of others in emergency situations. While performing many emergency-related duties, a Fire Captain is required to lift, carry and/or drag objects such as a hose line or smoke ejector weighing up to 80 pounds, wear special protective clothing

weighing up to 100 pounds, and wear a self-contained breathing apparatus weighing up to 80 pounds for short or long distances and often in combination. While performing emergency aid, a Fire Captain may lift and carry victims weighing up to 160 pounds, which requires use of the stomach and lower back muscles to support the body. Incumbents are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures. When responding to emergencies, incumbents also are exposed to other elements, including smoke, heat, flames, hazardous chemicals, and blood and other bodily fluids. In these situations, they must be able to observe or monitor people or objects to ensure compliance with safety standards; stand, sit or walk for extended periods of time, unable to rest at will; use explosive strength, as in sprinting or jumping; walk over rough, uneven or rocky surfaces; use arms above shoulder level; bend or stoop repeatedly or continually over time; and use common hand tools, such as hammers, saws and screw drivers. Incumbents are required to have the ability to hear a variety of warning devices and alarms, gas leaks, and/or calls for help. Some rescue duties require the operation of mechanical rescue equipment and the monitoring of proper safety techniques in the use of such equipment. The tools used by a Fire Captain require precise arm/hand positioning and movements, such as when operating a chain saw or using emergency medical rescue equipment. The operation of firefighting equipment often requires the coordinated movement of more than one limb simultaneously. Emergency situations may require incumbents to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights, including on roof tops and/or ladders. A Fire Captain must be able to distinguish among colors, including colors of smoke and flame, color coded equipment, hazardous materials identification placards, and wires, in order to identify or respond to potentially dangerous situations.

In daily activities at a station assignment, incumbents operate office equipment requiring repetitive arm/hand movements, as when they enter data into a terminal, personal computer or keyboard device. In order to keep abreast of developments in their field, incumbents must be able to learn in a classroom setting, and through observation and oral instruction in an on-the-job training setting. In both emergency and non-emergency situations, while performing supervisory responsibilities, incumbents review or check the work product of others.

Incumbents may be assigned to the Hazardous Materials Response Team, and, when so assigned, are required to wear a totally encapsulated suit for up to one hour, collect samples and secure leaks of unknown substances, work with heavy tools, and perform chemical tests to identify unknown substances.

Physical Demands:

Must possess mobility to work in an emergency incident setting and use power and hand tools and equipment; mobility to function at various field sites; physical stamina to perform work at an emergency incident, work on uneven terrain and lift and carry equipment and materials weighing over 100 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio. Classification may be exposed to inclement weather conditions, fumes, odors, dust, and potentially toxic chemicals and conditions.

Other Requirements:

Attendance at off-hours meetings may be requested. to facilitate continuity of department operations. Response to off-hour emergencies may be required under California Government Code Section 3100-

3109 (Public Employee Disaster Service Worker Status).

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