



Fire Captain

Summary

Plan, coordinate, assign, and direct the emergency and non-emergency activities of a fire station during an assigned shift to protect life and property; command emergency response scenes unless relieved by a higher level officer; may direct and perform specified staff assignments in addition to normal emergency response and fire suppression activities.

Class Characteristics

General direction is provided by the Fire Battalion Chief; responsibilities include the direct and indirect supervision of administrative, technical, operational, maintenance, and support staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, coordinate, schedule, assign, and direct the emergency and non-emergency activities of a company or station during assigned shifts. Perform a wide variety of fire suppression and medical treatment tasks.

Supervise staff in response to emergency fire, medical aid, hazardous material, rescue or other situations and function as incident commander unless relieved, including responsibility for situation assessment, tactics and strategy development, and implementation.

Plan, schedule, assign, direct, and participate in equipment and station maintenance, fire preventions and inspection, paramedic services and other operational and administrative assignments for the company. Make recommendations for apparatus repair or replacement.

Direct salvage operations after fires are extinguished. Contain, control, and decontaminate hazardous materials spills.

Assume responsibility for various administrative and special assignments. Prepare and maintain a variety of records, reports, correspondence, and the written materials, particularly in reference to special assignment area of responsibility.

Prepare performance appraisals, discuss, and coordinate discipline and other personnel issues with higher-level officers. Participate in the interviewing and selection of employees.

Plan, evaluate, and conduct training courses and programs; may provide CPR training classes as assigned.

Interpret policies, directives, and personnel regulations to ensure their proper application.

Relieves superior officers as assigned

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, schedule, assign, and review the work of others.

Analyze emergency response and operations problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances.

Develop and conduct classroom and practical training courses and programs.

Render emergency medical care at the basic life support level.

Maintain accurate records and prepare clear and concise reports and other written materials using a computer.

Operate a variety of tools, equipment and apparatus used in fire, medical and other emergency response.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk; occasionally require to stand; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift weight in excess of over 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to high, precarious places, fumes or airborne particles; toxic or caustic chemicals; explosives; and vibration. The noise level in the work environment is usually loud.

Qualifications

Knowledge of:

Principles and practices of employee supervision, including selection, training, work evaluation and discipline.

Basic administrative practices, including monitoring expenditures and purchase and requisition processes.

Principles, techniques, strategy, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency response.

Principles and practices of providing emergency medical response at the basic life support level.

Hazardous material and chemical spill response.

Applicable state and federal laws, codes, ordinances, and regulations.

Safety practices, precautions, methods, rules, codes and regulations pertaining to the work.

Basic computer report production techniques.

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Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to completion of two years of college with major coursework in fire science, management or a closely related field is desirable.

Experience:

Four years of experience as a Firefighter, Firefighter/Paramedic, or Fire Engineer.

Certifications/Licenses:

Must possess a valid California Class C driver license or higher with a Firefighter Endorsement at the time of application.

Must possess current certification as an Emergency Medical Technician/ Level IA.

Must be Acting Fire Captain certified by the Petaluma Fire Department at the time of application.

Must pass and maintain physical requirements as specified by the City and be able to wear self-contained breathing apparatus.

Must be willing to work shifts as structured in the Fire Department.

Equivalent to certification as a Firefighter I.

At least one year of experience at the Fire Engineer level and State fire officer certification are desirable.

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Department: Fire

FLSA Status: Non-exempt