



**MARCH 2015
FLSA: NON-EXEMPT**

FIRE CAPTAIN

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of personnel, reserve firefighters, and volunteers performing difficult and complex professional, technical, and administrative support related to all programs and activities of the Fire Department to control and extinguish fires, protect life and property, and conduct rescue efforts, including inspection and fire suppression, rescue, emergency medical treatment, and hazardous material response; takes command of fires and other emergency incidents within the City unless relieved by another officer; 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; follows orders and direction of officers and supervisors during emergency and non-emergency situations. Exercises direct and general supervision over assigned staff, reserve firefighters, and engineers.

CLASS CHARACTERISTICS

This is a full supervisory classification that supervises the day-to-day operations and services of the City's Fire Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the assigned company, including emergency response, non-emergency operations, facility operations and cleanliness, and administrative duties. Successful performance of the work requires an extensive professional background and skill in coordinating work with that of City departments and other 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 TYPICAL 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.

- Plans, supervises, oversees, and participates in the daily functions, operations, and activities of the company and station, including emergency response, non-emergency operations, and administrative duties; functions as a technical supervisor and/or crew leader as required during fire incidents.
- Manages and oversees several fire programs, such as fire suppression, rescue, emergency medical treatment, hazardous material response, and fire inspection and prevention services and programs.



CITY OF AVALON

- Directs the operation of fire apparatus and equipment related to fire suppression, ensuring the safe and efficient functioning of all personnel and units.
- 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 division purchases and budgets.
- Develops standardized policies, 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.
- Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state, and local laws, codes, and regulations; sets work and station duty assignments and work schedules.
- 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 fire fighting 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 use of personnel protective equipment is functional and safe and conducts training exercises; conducts inventory of equipment and supplies, including proper care and replacement, purchases needed equipment and submits equipment requests accordingly.
- 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, fleet equipment maintenance, inventory, training, or other aspects of the fire prevention and suppression programs.
- Coordinates and performs fire and life safety inspections of public, residential, educational and other facilities.
- Assists in Citywide emergency management training and coordinates mutual aid agreements with representative of other local public safety departments; coordinates activities with other law enforcement and public service agencies; ensures counter intelligence and counter terrorism information is shared and potential safety issues are addressed.
- Performs and assists in company and/or station inspections; inspects personnel, equipment, and company quarters.
- Performs all the duties of Firefighter and Fire Engineer as necessary.
- 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; prepares activity reports related to assigned activities and services; may present information to the City Council or outside committees or organizations; performs a variety of public relations and outreach work related to assigned activities.



- Attends and participates in professional group meetings; stays abreast of new trends, changes in technology, and innovations in the field of fire safety management and operations; researches emerging products and enhancements and their applicability to City needs.
- 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 and safety 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, 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 fire services and operations issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Recent and on-going developments, current literature, and sources of information related to fire services and operations.
- 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 fire services and operations, 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.



- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex 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.

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 possession of a high school diploma, experience in fire technology or related field and five (5) years of progressively responsible firefighting and EMT experience in a paid and/or volunteer position. An Associate's degree is preferred.

Licenses and Certifications:

- Possess and maintain a State of California Emergency Medical Technician I (EMT-1) Certificate.
- California Class A, B, or C Driver's License with firefighter endorsement.
- Possession of OFSM 1 A, 1 B Fire Command, Incident Command 200, plus a fourth command course.
- Possession of an OSFM Company Officer Certificate is desirable
- Possession of an OSFM Chief Fire Officer Certificate or equivalent is desirable.
- Possession of a valid Hazardous Materials First Responder Operations Certificate within twelve (12) months of employment.
- Additional certification and training may be required based on areas of assignment.
- Possess and maintain a valid CPR certificate.
- Ability to obtain California P.C. 832 certificate within one year of appointment.



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. Employees may also be called back to work in emergencies.