



FIRE CAPTAIN

DEFINITION

To supervise and oversee a fire company including activities involving fire suppression, emergency medical services, fire prevention activities, training, and administration; to provide staff assistance to assigned higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by higher level management staff. Exercises direct and indirect supervision over assigned personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Respond to fire alarms as Incident Commander and, as such, be responsible for the supervision, performance and safety of assigned fire fighting personnel; instruct and train fire department personnel in fire fighting methods, techniques and related subjects; direct fire fighting and other emergency operations until relieved by a superior officer; Supervise and participate in fire prevention inspections as required by State laws and City ordinances. Serve as a first responder to emergency medical incidents, assessing and taking command of patient care with full responsibility for the patient(s) until relieved by proper medical personnel. Work cooperatively with others. Maintain regular and consistent attendance. Promote and maintain safety in the work place. Plan and execute work assignments of fire personnel in an assigned company.

OTHER JOB FUNCTIONS

Operate all types of portable fire extinguisher, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, aerial ladder equipment, emergency medical equipment and other rescue equipment. Write, recommend and assist in the implementation of subordinate goals and objectives; establish schedules and methods for assigned work/projects; implement policies and procedures; prepare reports; maintain records, log books, and perform other administrative procedures of the company. Assist management staff in maintaining and improving the operations of the Department. Participate in monitoring employee performance objectives; prepare employee performance reviews; monitor assigned personnel for effects of incident stress, personal problems, substance abuse or other influences that could jeopardize company effectiveness; provide or coordinate staff training; work with employees to correct deficiencies, implement discipline procedures. Inspect station house, building, grounds, fire engines and related equipment; direct the cleaning of quarters, equipment and apparatus at fire station; perform equipment maintenance when necessary. Assist in planning and conducting the City-wide fire prevention program and education

program. Participate as member of County HazMat Team. Issue correction notices for fire prevention violations. May be requested to respond to fire calls during non-duty hours. Perform collateral assignments as requested. Assist in investigating fire cause and origin. Serve as Acting Duty Chief when certified. Operate radio-telephone equipment. Supervise the maintenance of fire hydrants. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern fire fighting and rescue principles, practices, techniques, and procedures, including the operation and maintenance of the various types of fire apparatus and equipment. Rules, regulations and operational procedures of the Woodland Fire Department. Emergency medical technician skills including basic life support CPR, defibrillation, and blood borne pathogens. Mechanical, chemical and related characteristics of a wide variety of hazardous materials. Building construction; fire codes; hazardous material safety procedures; natural gas and electrical shut off procedures. Principles of supervision, training and performance evaluation. Local geography, types of building construction, major fire hazards, water supply, fire and building laws and regulations as they relate to the City of Woodland. OSHA, NFPA, SB 198 and Health and Safety Codes that pertain to fire department services and employees. Fire training principles, methods and practices.

Skill to:

Plan, direct and review fire suppression, fire and life safety code compliance and emergency medical service activities, hazardous materials responses, and City-wide disaster preparedness efforts. Analyze feasibility of projects and proposed programs; prepare complete and accurate reports. Lead and motivate individuals and groups toward the successful accomplishment of assigned projects. Operate apparatus and equipment used in modern emergency scene activities. Develop programs through collateral assignments. Deal courteously and effectively with the general public. Interpret and enforce codes and ordinances. Efficiently operate a personal computer. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Perform heavy lifting and physical maneuvering. Act calmly and quickly in emergency situations and make effective decisions in such cases. Effectively deploy personnel and equipment in fire suppression, rescue, and other emergency operations. Tactfully and effectively interact with all people regardless of race, ethnicity, sex, age or economic status. Effectively lead, motivate, train and evaluate personnel. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience:

Education:

High school diploma or equivalent required. AA or AS degree in fire science and / or a Bachelor's degree is desired.

Experience:

Five years of fire fighting experience in a governmental fire department providing services similar to those provided by the City of Woodland Fire Department. Experience as a Fire Engineer or Acting Fire Engineer is desirable. Successful completion of the City of Woodland Fire Department Fire Captain Certification Program may substitute for up to two years of experience.

License or Certificate:

Possession of a valid California Driver's License with a Firefighter endorsement; possession of an Emergency Medical Technician I (EMT - D) certificate; possession of a valid CPR card; successful completion of the City of Woodland Fire Department Fire Captain Certification Program is required to complete probation.

Council Action: June 21, 2011