

City of Imperial Beach
POSITION DESCRIPTION

Title: Fire Captain
Department: Public Safety
Division: Fire

GENERAL PURPOSE

Under general supervision, on an assigned shift, to schedule, lay out, monitor, supervise and participate in the activities of an engine company; to respond to fire alarms and other emergency calls for the protection of life and property; as assigned, to formulate and implement a fire technical instruction and training program; to conduct fire fighting drills; and to perform related work as required.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Safety Director.

SUPERVISION EXERCISED

Directly supervises firefighter and fire engineer positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Positions in this class are first-level supervisors of a fire company during a shift. As such, the Captain supervises an engine company, ensuring that training; facility maintenance and fire fighting proficiencies are maintained. At the scene of a fire, the Captain assumes control as the most senior officer to arrive first on the scene. Incumbents have considerable latitude in selecting work methods. Work is reviewed upon the completion for final results in terms of company efficiency and effectiveness. Incumbents are expected to refer to the Fire Chief matters, which do not fit an established pattern of procedure. Each incumbent performs assigned ancillary duties involving the administration of the fire department. These collateral duties may be in the areas of fire administration, prevention. Public education, inspection, fleet equipment maintenance, inventory, training or other aspects of the fire suppression/prevention programs. Incumbents exercise full first-level supervision over other employees, making assignments, setting priorities, training and reviewing the work of subordinates. Incumbents are responsible to prepare performance evaluations, to process grievances at their level, to recommend employment and to effectively recommend disciplinary action.

PERIPHERAL DUTIES

Schedules, monitors and supervises a fire company; supervises, trains and evaluates the performance of fire fighting personnel; recommends selection, promotion and discipline of personnel; counsels employees and processes informal and formal grievances; establishes standards of performance; prepare performance evaluations; recommends commendations and discipline; prepare work schedules and work assignments; checks and corrects work in progress and upon completion; responds to fire alarms and emergencies; gives detailed direction to personnel and personally

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assists in the work of extinguishing fires and in performing related life and property protection; maintains discipline on calls and in company quarters; assigns daily work to staff; records company activities in daily journal; prepare reports of company activities for review by Fire Chief; inspects personnel, equipment and company quarters; performs or assists in company inspections, classroom instruction and in the preparation of sketches, charts and instructions for fire suppression purposes; drills and instructs personnel in the use of hoses, nozzles, ladders and other portable fire fighting equipment; instructs personnel on the location of schools, public buildings and other fire hazards and the methods of combating fires in such places, conforming with training and instructional work with department policy and procedures; arrange public information programs; assign personnel to maintenance duties in and around company quarters; attend fire officer's meetings; maintains records and prepares reports, maintains physical fitness; utilizes computer for various administrative tasks; instructs assigned staff in work methods; participates fully in the work of crew/subordinate staff; conducts studies and investigations, preparing reports of findings and recommendations; operates City vehicles; and performs related work as required.

SPECIAL REQUIREMENTS

Possession of valid and appropriate California Driver's License for fire apparatus. Possession of a California State Firefighter 1 and 2 Certificate. Possession of a valid CPR card. Possession of a valid Emergency Medical Technician 1 Certificate. Possession of Defibrillation Accreditation. Possession of Esophageal Tracheal Combitube Accreditation.

KNOWLEDGE OF

Modern fire suppression and prevention principles, methods, practices and techniques; principles of personnel deployment, supervision and training; principles of hydraulics; principles of modern building construction; emergency medical techniques; city geography and water systems; simple record keeping methods; English usage, grammar and composition; basic mathematical and mechanical relationships; Appropriate safety precautions and procedures;

ABILITY TO

Make sound decisions and direct fire personnel at the scene of an alarm; supervise, train and evaluate entry and journey-level fire personnel; prepare and present concise written oral reports; plan, assign, supervise and direct the work of subordinates; maintain and modify filing systems; meet, interact and mutually problem-solve effectively with public and private officials, the general public and City staff; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions requiring problem-solving and independent decision making; establish and maintain effective relationships with those contacted in the course of work

EDUCATION & EXPERIENCE

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is supervisory-level experience at the fire company level; and completion of course work, leading to an Associates Degree in fire science or a closely related field; and a minimum of four (4) years experience as a paid member of a municipal fire department.

PHYSICAL DEMANDS

Positions in this class perform work that involves the frequent lifting, pulling and/or pushing of 100 pounds with occasional heavier lifting, carrying, pushing or pulling; position in this class require the ability to stand, climb, stoop, reach and bend; positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate objects of heavy weight at high pressure; positions in this class require vision (which may be corrected) to read small print; incumbents may be required to work with harsh or toxic substances; incumbents may be required to wear protective apparel including goggles, face protectors, aprons, shoes and self-contained breathing apparatus; incumbents may be required to work at considerable heights; incumbents may be required to sustain physical exertion and/or to work in physically uncomfortable positions for prolonged periods.