

FIRE CAPTAIN

DEFINITION

To plan, organize, direct and supervise the operations of a fire company within the Fire Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Battalion Chief.

Exercises direct supervision over Firefighter Paramedics and Fire Engineers, as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for firefighting, emergency rescue, and medical response activities; and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in firefighting, emergency rescue, and medical response activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Provide command and control of a variety of firefighting and emergency scene situations; evaluate needs on site and direct crew to accomplish goals.

Perform the full range of firefighting, emergency and medical response duties as needed; coordinate and participate in daily station duties including fire prevention, public education, and vehicle and station maintenance; oversee/participate in special projects as assigned.

Conduct interviews and investigations; collect, preserve, and/or record evidence and information at incident scenes.

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Ensure proper maintenance and adequate supply of apparatus, equipment, and supplies to meet immediate response to calls for service.

Participate in or conduct inspections of existing or under-construction buildings to learn layout and identify hazards related to potential calls for service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of the Incident Command System (ICS).

Apparatus, equipment, tools, and supplies used in firefighting, emergency rescue, and basic/advanced life support activities.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct the operations of a fire company within the Fire Department.

On a continuous basis, know and understand all aspects of the job and observe safety rules; remember how to locate and operate equipment; intermittently analyze work papers, reports and special projects; remember various rules and procedures.

On a continuous basis, sit at a desk or in a vehicle for long periods of time; walk and stand during emergency situations, including on uneven and slippery surfaces; intermittently twist to reach equipment surrounding desk; perform grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written

means; wear firefighter clothing and carry equipment; lift or carry weight of 110 pounds; climb ladders and work from elevated positions.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Work assigned shift schedules, be available for call back.

Work unusual and prolonged work schedules during emergencies, seasonally-caused circumstances in varying weather and temperature conditions.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

Experience:

Four years of increasingly responsible experience performing municipal fire suppression duties, with three years with the City of Roseville.

AND

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university preferably with major course work in fire science, emergency medical technology, or a related field. Two years of related work experience can substitute for an Associate's Degree.

License and Certificate

Completion of all classes required for a California Fire Service Training and Education (CFSTES) Fire Officer Certificate (obtained prior to 12/31/16) OR completion of all classes required for a California Fire Service Training and Education (CFSTES)

Company Officer Certificate (effective 1/1/17) with the ability to open a SFT (State Fire Training) Company Officer Task Book.

Completion of all pre-requisite course work to open a NWCG (National Wildfire Coordinating Group) Engine Boss Trainee Task Book (S290 and S230).

Possession of a valid California Class A, B or C driver's license with a Firefighter endorsement by date of appointment.

Possession of an appropriate Emergency Medical Technician I Certification or Paramedic license and accreditation through local emergency medical services agency by date of appointment.

Special Necessary Requirement: Candidates must be a Fire Engineer or have been placed on a City of Roseville Fire Engineer employment list with demonstrated annual proficiency within 5 years of date of appointment.

EMPLOYEES MUST BE TOBACCO FREE AND CANNOT USE TOBACCO PRODUCTS ON OR OFF DUTY

04-04-18

03-28-16

08-25-12

09-21-09

02-01-06

01-14-04

04-01-98

09-28-95

08-09-94

04-01-92

10-01-88

07-01-79

10-30-73

04-01-69

67

65

64

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