

CITY OF RIO VISTA

FIRE CAPTAIN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, directs, coordinates and supervises the activities and operations of assigned personnel by serving as company commander for fire suppression activities or supervising activities related to fire prevention or equipment maintenance; coordinates activities with other City programs and outside agencies; establishes goals, objectives, policies and procedures for assigned functions in accordance with the department and City's mission statement and goals; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Fire Captain** is a supervisory level class responsible for commanding fire fighting personnel including volunteers in suppression activities or provides supervision and oversight for a variety of department functions such as equipment and apparatus maintenance. This classification is distinguished from the next higher classification of Fire Chief which has overall department responsibility.

SUPERVISION RECEIVED/EXERCISED:

General direction is provided by the Fire Chief. Exercises direct and functional supervision over field and technical fire fighting and paramedic personnel including volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts supervisory responsibility for activities, operations and services of an assigned company including the supervision, performance and safety of assigned fire fighting personnel on the scene of an emergency incident; maintains discipline on calls and in company quarters; maybe assigned to supervises or perform administrative functions related to departmental services.
- Responds to reported emergencies (fires, accidents, emergency medical incidents, rescues and hazardous conditions) by directing a paid and volunteer staff to the scene, assessing and reporting conditions at the scene, assuming command of fire fighting and rescue operations unless relieved by the Chief .
- Manages emergency scene operations, including size-up, resource request and assignment, confinement, extinguishing, overhaul and salvage; participates in fire control activities; responds to alarms and directs the route to be taken to emergencies.
- Makes decisions as to fire fighting methods to be employed, and the need for additional assistance.

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- Performs and coordinates the maintenance and repair of fire suppression equipment and facilities such as hydrants, trucks, and support equipment; oversees the on-going up-keep of quarters, equipment, vehicles and apparatus at an assigned fire station.
- Assists in coordinating the selection, orientation, training and evaluation programs for volunteer and paid personnel; assists in providing or coordinating staff training; identifies and resolves staff deficiencies; fulfills discipline procedures.
- Conducts inspections to discover and eliminate potential fire and life hazards, including improperly handled or stored hazardous materials.
- Keeps logs, and maintains inspection records and other periodic and/or special activity records.
- Inspects business establishments, residences, public buildings, warehouses and other sites in the enforcement of laws and regulations pertaining to fire prevention, life safety and hazardous materials; inspects fire escapes and emergency exits; checks alarm systems, sprinkler systems, and other equipment.
- Investigates evidence in arson cases, and complaints of law violations.
- Assists in the planning for responding to City emergencies and disasters; plans and coordinates emergency response activities with other City departments, other jurisdiction and agencies.
- Meets with business and industrial representatives in order to secure cooperation of fire prevention measures.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of engineering and planning and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Assists the Fire Chief with administrative details in the completion of special assignments.

WORKING CONDITIONS:

The position may require performing strenuous tasks for extended periods of time, requiring lifting or carrying up to 45 pounds and over, pulling, pushing, reaching above the shoulder, crawling, kneeling, climbing and bending; making rapid transitions from rest to near exertion without warm-up periods; and working inside or outside. Incumbents perform physically demanding work wearing self-contained breathing apparatus and heavy personal protective equipment while performing firefighting tasks in hot, humid atmosphere; the incumbent may perform a variety of tasks on slippery, uneven, or hazardous surfaces, work on ladders and roofs, perform complex task during life-threatening emergencies, relying on senses of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the critical incident or emergency response; the incumbent may work closely with others and deal with people in trauma. The position also requires individuals to operate a motor vehicle with lights and siren subjecting the incumbent to high noise, vibration, electrical energy,

moving objects, and vehicles. The incumbent may be exposed to the elements outside, dusts, toxic chemicals, fumes, smoke and gases.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Fire Captain**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of experience in fire suppression with supervisory experience, and a high school diploma or equivalent. An Associate's degree with a major in Fire Science is desirable.

License/Certificate:

Possession of a valid Class C California driver's license; possession of a valid Class B California driver's license; possession of a California State Fire Officer Certificate; California State Fire Marshal's Firefighter One Certificate; and EMT-1 certifications.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles, practices, operations and standard operating procedures of a modern fire fighting program; Rio Vista Fire Department rules, regulations and operational procedures; fire vehicles, apparatus, equipment, tools, devices, facilities, and their proper utilization, operation, and maintenance requirements; advanced first aid and CPR; local geography, including the location of water mains and hydrants and the major fire hazards of the City; methods and techniques of personnel deployment, supervision, training and motivation; applicable federal, state and local laws, codes and regulations; principles and practices of municipal disaster prepared programs; operational characteristics of standard fire fighting and office equipment; occupational hazards and standard safety practices; techniques of investigation and rules of evidence; modern office equipment including a computer and applicable software; methods and techniques for basic report preparation and writing; methods and techniques for record keeping; proper English, spelling and grammar.

Ability to:

Make sound decisions and direct fire personnel at an emergency scene; plan, organize and direct the work of subordinate staff; supervise, train, and evaluate subordinate staff; supervise and direct the operations and activities of an engine company; effectively interpret rules and regulations and make appropriate decisions; conduct preliminary fact finding inspections and investigations, including evidence gathering and presentation; operate vehicles, apparatus, tools and equipment used in modern fire fighting activities; deal firmly and fairly with violators and prospective violators of fire codes; courteously respond to community issues, concerns and needs; analyze operational issues and develop and implement an appropriate response; analyze and evaluate new and existing service delivery methods and standard operating procedures; make adjustments to

standard operating procedures as is appropriate; apply applicable laws, codes and regulations; communicate effectively, orally and in writing; work independently; respond to issues and concerns from the community; work a variety of shifts including week-ends, holidays, and emergency call-back; understand and follow instructions establish and maintain effective working relationships.

Skill to:

Operate and maintain all fire fighting vehicles, apparatus, equipment, tools, devices and facilities; operate an office computer and a variety of word processing and software applications; perform advanced first aid and CPR.