



AUGUST 2024
FLSA: Non-Exempt
AC Firefighters Association

FIRE CAPTAIN

DEFINITION

Under direction, plans, schedules, assigns, reviews, and supervises the work of staff performing fire suppression, fire prevention, and emergency response duties on a shift in an assigned station of the Fire Department; participates in fire prevention and inspection activities; oversees equipment and station maintenance; trains staff in all phases of fire suppression, prevention, inspection, rescue, and emergency operations; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel. Exercises direct supervision over engineers and firefighters on an assigned shift.

CLASS CHARACTERISTICS

This is a supervisory-level class in the fire series that exercises independent judgment on diverse and specialized fire suppression and prevention duties with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff. Incumbents are responsible for providing professional level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB 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 qualified employees can perform the essential functions of the job.

- ▶ Plans, organizes, assigns, supervises, and reviews the work of firefighters on a shift in an assigned station of the Fire Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- ▶ Responds to fire alarms and assumes responsibility for the supervision, performance, and safety of assigned firefighting personnel on the scene of an emergency incident.
- ▶ Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- ▶ Identifies fire training needs of company personnel; trains and instructs personnel in the use of a variety of firefighting 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.

- ▶ Monitors shift and station operations and activities; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff and implements improvements.
- ▶ Provides support to community members. Actively serves on an on-call basis to respond to community concerns. Assists community members with performing fire prevention tasks as time allows.
- ▶ Provides support to the city's police force. Provides additional coverage for crowd control or facilities maintenance duties as needed.
- ▶ Coordinates assigned services and operations with those of other divisions and outside agencies.
- ▶ Prepares incident reports; ensures the proper documentation of operations and activities and the establishment, maintenance and retention of files and records.
- ▶ Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and other agencies; recommends corrective actions to resolve issues.
- ▶ Assists in fire investigations; examines fire scene; collects and preserves evidence at a fire scene; collaborates with others to determine cause and origin.
- ▶ Performs special projects on assigned department equipment and facilities including, but not limited to, vehicle extraction, technical rescue, ladders, and related equipment; hazardous materials; and building improvements.
- ▶ Participates in a variety of public awareness activities to promote good public relations and fire safety awareness including presentations at schools, retirement homes and the general public.
- ▶ Maintains files, databases, and records related to fire and emergency services; prepares a variety of written reports, memoranda, and correspondence.
- ▶ Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- ▶ Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- ▶ May perform fire safety inspections on a variety of businesses and residences to ensure they are in compliance with fire safety codes; identifies violations and follows up to ensure these are remedied.
- ▶ Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- ▶ Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- ▶ Principles and practices of leadership.
- ▶ Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- ▶ Basic principles and practices of budget administration and monitoring.
- ▶ Incident command systems and principles.
- ▶ Principles, practices, methods, and techniques of modern firefighting and protection of lives and property.
- ▶ Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials, and emergency treatment facilities.
- ▶ Principles, practices, procedures, techniques, and equipment used in fire, medical, and hazardous materials emergency response, including containment and clean-up.
- ▶ Methods and techniques of managing technical and confined response situations.
- ▶ Technical operation, use, and maintenance of specialized fire apparatus and equipment.
- ▶ Principles, practices, and technical aspects of fire science, hydraulics, and water flow capacity.

- ▶ Techniques of CPR and emergency medical response.
- ▶ Practices and techniques of hazardous materials response, containment, and clean-up.
- ▶ Applicable Federal, State, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- ▶ Principles and procedures of record keeping.
- ▶ City and mandated safety rules, regulations, and protocols.
- ▶ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- ▶ The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- ▶ Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- ▶ Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- ▶ Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- ▶ Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- ▶ Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- ▶ Perform the most complex firefighting and emergency response duties.
- ▶ Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- ▶ Operate pumps, hoses, hydrants, compressors, and a variety of hydraulic and electronic equipment.
- ▶ Analyze situations and adopt effective courses of action.
- ▶ Apply the mechanics of firefighting and emergency medical care.
- ▶ Administer first aid and CPR.
- ▶ Remain calm and be capable of making decisions while working in extremely stressful situations that may present a threat to life and property.
- ▶ Work within a command structure requiring strict adherence to the following of orders.
- ▶ Respond to complaints or inquiries from citizens, staff, and outside organizations.
- ▶ Read, understand, and interpret blueprints, plans, and specifications.
- ▶ Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- ▶ Maintain accurate logs, records, and written records of work performed.
- ▶ Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- ▶ Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ▶ Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- ▶ Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- ▶ 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:

Education:

- ▶ Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in fire science.

Experience:

- ▶ Three (3) years of experience performing duties similar to an Engineer with the City of Angels.

Licenses and Certifications:

- ▶ Possession of a valid Class "B" California Driver's License or Class C Firefighter Endorsement, including fire apparatus license to be maintained throughout employment.
- ▶ Possession of a valid EMT-I and CPR Health Care Provider Certificates, to be maintained throughout employment.
- ▶ California State Fire Marshal Fire Company Officer and Engine Boss certificate.

PHYSICAL DEMANDS

For fire suppression work, must have the ability to quickly respond to changing emergency conditions and to rapidly don personal protective equipment including self-contained breathing apparatus; mobility, physical strength, and stamina to carry and operate fire hoses and related fire-fighting equipment; to operate hand and power tools to enter buildings; to climb fire ladders to access higher levels in buildings; and to assist and/or lift/carry victims for long distances under strenuous and hazardous conditions. Incumbents will be required to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights including roof tops and on ladders; vision to operate vehicles at a high rate of speed in all weather conditions, and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access fire scenes and to identify problems or hazards. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform duties; incumbents must meet the physical/mental standards as set forth by the City's physical and other mandated testing and assessment programs.

Positions also work in a station environment, and use standard office equipment, including a computer.

ENVIRONMENTAL ELEMENTS

Employees work in outdoor conditions and are exposed to unsuppressed fire conditions, moving vehicle accident scenes, loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and smoke, hazardous, or toxic physical substances and fumes. Employees also work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.