

City of Grass Valley  
JOB DESCRIPTION



**FIRE CAPTAIN**

**Department: Fire Department**

**FSLA Status: Non-exempt**

**Reports To: Battalion Chief, Fire Chief**

**Unit: 8 / Classified Full-Time position**

**Adopted: April 26, 2022**

**Revised: April 26, 2022**

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**SUMMARY OF JOB PURPOSE**

Under direction, performs a variety of administrative, supervisory, and technical duties involved in planning, coordinating, assigning, directing, and participating in fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention and inspection, fire investigation, and related services and activities of an assigned engine company; and ensures that all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies.

**SUPERVISION RECEIVED AND EXERCISED**

Immediate supervision is provided by the Battalion Chief, Division Chief, or Fire Chief. Under the provisions of a Joint Operations Agreement may be supervised by supervisors from other signatory agencies. The fire Captain directly supervises subordinates assigned to the fire company, shift and under the provisions of the Joint Operations Agreement may supervise personnel of other signatory agencies

**ESSENTIAL FUNCTIONS (includes but is not limited to listed tasks)**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Plan, coordinate, assign, direct, and participate in fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention and inspection, fire investigation, and related services and activities for an assigned engine company; ensure all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies.
- Direct, coordinate, supervise, and review the work plan for assigned personnel; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Train, motivate, and evaluate assigned personnel; identify the fire training needs of company personnel; provide or coordinate staff training and drills in firefighting methods, techniques, and related subjects; work with employees to correct deficiencies; enforce departmental policies and procedures and recommend disciplinary action, as necessary.
- Respond to alarms involving fire, medical aid, hazardous substances, and rescue work; assume incident command as required and conduct assessment tactics, strategy development, and implementation; supervise, direct, and participate in firefighting duties, equipment and apparatus operations, search and rescue services, rendering first aid and basic life support/ advanced life support, and the control and clean up of hazardous materials spills and releases.

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- Conduct, supervise, and participate in fire cause and origin determinations; determine preliminary origin and cause of fire at emergency scenes; obtain and preserve evidence.
- Conduct, supervise, and participate in fire and life safety inspections; supervise and participate in the routine inspection of commercial, industrial, residential, and other buildings; supervise and participate in fire sprinkler, alarm, and hydrant flow tests; supervise proper maintenance of hydrants in assigned areas.
- Supervise and participate in public education and public relations activities; coordinate public relations activities and interact with various news media; design, develop, supervise, and participate in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.
- Complete and prepare a variety of forms, reports, and recommendations; prepare emergency scene reports; prepare accident, injury, and exposure reports; review reports submitted by subordinate staff.
- Supervise and participate in the maintenance and testing of department apparatus and equipment; supervise and conduct maintenance and repairs of radios, pagers, and alert monitors; plan and review the maintenance, testing, and repair to self-contained breathing apparatus; supervise and participate in ladder testing and annual pumper and hose tests; evaluate, maintain, and replace personal protective equipment and station uniforms for assigned personnel; maintain medical aid equipment and supplies.
- Direct and participate in fire station buildings and grounds maintenance; direct the cleaning of quarters, equipment, and apparatus.
- Maintain skill levels, new equipment and procedure familiarization, and certifications that are relevant and/or required for assigned responsibilities; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, and technical rescue.
- Provide staff assistance to management staff; participate in the development and implementation of emergency plans; prepare and present staff reports and other correspondence as appropriate and necessary; perform a full range of other departmental administrative duties.
- Serve as liaison for the Fire Department with other divisions, departments, and outside agencies.
- Administer, oversee, and supervise assigned programs and special projects.
- Perform related duties as required.

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**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of an emergency service operation including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and related services and activities.
- Principles and practices of supervision, training, and performance evaluation. Basic principles and practices of program development and administration.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.
- Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other firefighting and emergency medical apparatus and equipment.
- Mechanical and hydraulic principles of fire apparatus.
- Modern and complex principles and practices of fire fighting.
- Principles and practices of disaster preparedness, response, and recovery. Methods and techniques of basic life support and rescue.
- Hazardous materials and chemical spill response techniques.
- Principles, methods, and techniques used in confined space and rescue operations.
- Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.
- Principles of combustion and cause of fire.
- Principles of building construction and fire protection systems.
- Geography and street layout of the City and surrounding area.
- Current safety practices as they relate to equipment and procedures involved in the fire service. Pertinent federal, state, and local laws, codes, and regulations.

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- Methods and techniques of public relations. Mathematical concepts and principles.
- Appropriate safety precautions and procedures.
- Record keeping and basic report preparation principles and practices.
- Basic office procedures and methods including computer equipment and supporting word processing and spreadsheet applications.

**EDUCATION AND EXPERIENCE**

- Minimum 18 years of age
- Completion of the 12<sup>th</sup> grade with Diploma or General Education Degree and successful completion of State Certified Fire Academy. Full time experience in an all risk fire agency may be substituted for the required completion of the California State Fire Marshal Fire Academy as determined by the City.
- Five (5) years of increasingly responsible fire suppression, emergency medical response, and fire prevention experience comparable to that of a Firefighter/Engineer with the City of Grass Valley or
- 2 years as an Engineer with testing agency (probation included), or 3 years combined as an Acting Engineer and/or Engineer with testing agency. Placement on a current promotional eligibility list if not currently employed as an Engineer

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of Company Officer Certification pre 2014; or course work for Company Officer 2014 or later completed by time of application. The Company Officer Task book must be completed within one (1) year of hire/promotional date for candidates obtaining Company Officer Certification 2014 or later.
- Emergency Medical Technician (EMT) certification in California and Expanded Scope EMT, post appointment, (defined by Sierra Sacramento Valley EMS) is a condition of employment.
- Candidates for Captain Paramedic- Paramedic licensure in California (or ability to obtain within 30 days of employment). Paramedic licensure and local accreditation, when necessary, are conditions of employment as a Captain Paramedic. A Paramedic Captain may operate as Limited Advanced Life Support (LALS) in lieu of full Advanced Life Support (ALS) as City develops ALS program.
- Current CPR certification. CPR certification is a condition of employment

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- Valid Driver's License with appropriate endorsement for operations of fire apparatus in CA. A valid, appropriate, driver's license for fire apparatus must be maintained as a condition of employment.
- ICS-300
- Low Angle Rope Rescue Operations (LARRO) or Rope Rescue Awareness and Rope Rescue Technician or ability to obtain within 12 months of appointment.

**LANGUAGE SKILLS**

Ability to read, write and communicate in English at a level required for successful job performance

**MATHEMATICAL SKILLS**

Ability to use and understand basic mathematical concepts such as: adding, Subtracting, multiplying, dividing, simple fractions and percentages.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving circumstances and or events using standardized methods or procedures

**PHYSICAL DEMANDS**

- Person must pass a medical examination to verify the ability to physically perform all required duties
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties
- Must be able to perform manual tasks and have the ability to lift 100 pounds, also perform those physical activities required for the execution of essential functions, including but not limited to, regular sitting, walking, standing, performing repetitive motions with hands and wrists such as regular keyboarding
- The employee must be able to work in confined spaces for extended periods of time in all climate and weather conditions. Also, have the ability to perform normal communications, including in person, two-way radio or on the telephone

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**WORKING ENVIROMENT**

- May require exposure to physical hazards such as fumes, chemical and bodily fluids;
- May require working in adverse environmental conditions such as inclement weather, extreme temperature, dust, noise, dim lighting, confined spaces and other conditions that may arise while performing essential functions;
- May require the ability to wear an air supply / purifying respirator

**BACKGROUND**

**Candidates offered employment may be required to successfully pass a background investigation that may include psychological examination, polygraph examination and in depth background investigation.**

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

*This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER*