

City of Grass Valley
JOB DESCRIPTION



FIRE CAPTAIN

Department: Fire Department

FSLA Status: Non-exempt

Reports To: Battalion Chief, Division Chief, Fire Chief

Unit: 8 / Classified Full- Time

Adopted: April 26, 2022

Revised: July, 2025

SUMMARY OF JOB PURPOSE

Under direction, performs a variety of administration, supervisory, and technical duties involved in planning, coordinating, assigning, directing, and participating in fire suppression, emergency medical service, hazardous material 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 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.
- Respond to and assist in emergency medical process and procedures in Advanced Life Support (ALS) - paramedics only, Limited Advanced Life Support (LALS) -if qualified, or Basic Life Support (BLS) while also assisting ALS care givers.
- Communicates medical information to the hospital; dependent on qualification administers advanced, limited advanced, or basic emergency medical care to the sick and injured;

**City of Grass Valley
JOB DESCRIPTION**



FIRE CAPTAIN

documents emergency care rendered; all in compliance with applicable local, state, and federal laws and regulations.

- 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 cleanup of hazardous materials spills and releases.
- 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.

**City of Grass Valley
JOB DESCRIPTION**



FIRE CAPTAIN

- 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.

MINIMUM QUALIFICATIONS

To perform this job successfully, a person must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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.
- Communicating medical information to the hospital; dependent on qualification administers advanced, limited advanced, or basic emergency medical care to the sick and injured; documents emergency care rendered; all in compliance with applicable local, state, and federal laws and regulations.
- Principles and practices of supervision, training, and performance evaluation. Basic principles and practices of program development and administration.

**City of Grass Valley
JOB DESCRIPTION**



FIRE CAPTAIN

- 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 firefighting.
- 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 areas.
- Current safety practices relate to equipment and procedures involved in the fire service.
- Pertinent federal, state, and local laws, codes, and regulations.
- Methods and techniques of public relations.
- Mathematical concepts and principles.
- Appropriate safety precautions and procedures.
- Record keeping and basic report preparation principles and practices.

**City of Grass Valley
JOB DESCRIPTION**



FIRE CAPTAIN

- 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 12th grade with Diploma or General Education Degree.
- Completion of Grass Valley Fire Department Captain task book.
- Five (5) years of full-time paid experience in 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. *

*To participate in promotional ranking process', candidates must have met the minimum qualifications by the final filing date of the examination, unless otherwise noted. Although, based on department needs candidates not meeting the time-in-grade component, but who will meet that requirement within 6 months of the date of the ranking process, will be eligible to participate in the ranking process. Those individuals who successfully pass, but do not meet the time in grade component are considered actors but shall not become active on the ranking list until the experience component is met.

CERTIFICATES, LICENSES, REGISTRATIONS

- California State Fire Marshal Firefighter I certificate, or equivalent, obtained through an Accredited California State Fire Marshal Firefighter Academy. Full time experience in an all-risk fire agency may be substituted for the required completion of the California State Fire Marshall Fire Academy as determined by the City.
- 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.

**City of Grass Valley
JOB DESCRIPTION**



FIRE CAPTAIN

- Valid California Emergency Medical Technician (EMT) certification (or ability to obtain prior to appointment) and the ability to obtain Expanded scope EMT accreditation provided by the Grass Valley Fire Department. A valid and current California EMT certification and the Expanded Scope EMT must be maintained as a condition of employment.
- **Captain Paramedic**- Valid California Paramedic license, current Pediatric Advanced Life support (PALS) and Advanced Cardiac Life Support (ACLS), and the ability to obtain Sierra Sacramento Valley EMS accreditation within 60 days of hire. A valid and current California Paramedic license, PALS and ACLS, and local accreditation must be maintained as a condition of employment as a Captain Paramedic. A Captain Paramedic may operate as Limited Advanced Life Support (LALS) in lieu of full Advanced Life Support (ALS) if necessary.
- Current CPR certification. A valid and current CPR certification is a condition of employment.
- Valid unrestricted California Driver's License for operations of fire apparatus or a valid unrestricted California Commercial Driver's License. A valid California Driver's License endorsed for operation of fire apparatus, or a valid California Commercial Driver's License 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

City of Grass Valley
JOB DESCRIPTION



FIRE CAPTAIN

- 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.
- The employee must have the ability to 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 have the ability to perform normal communications, including in person, two-way radio or on the telephone. The employee must also be able to crouch, kneel, stoop, twist, climb, balance, reach, grasp, push, pull, carry and lift 100 pounds of weight. The employee must be able to work in confined spaces for extended periods of time in all climates and weather.

WORKING ENVIRONMENT

- 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.
- May be required to work for extended periods without days off.

BACKGROUND

Candidates offered employment will 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