

## CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA

Date: xxxxx 2020

CLASS TITLE: **Fire Captain**

JOB CODE: xxxxxx

WORKING TITLE: Fire Captain

FLSA STATUS: Non-Exempt

REPORTS TO: Fire Chief

HIRING STATUS: Career

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### JOB SUMMARY

Directs, coordinates and supervises the activities and operations of an assigned shift; supervises fire services personnel and participates in fire suppression, emergency medical assistance, and related emergency operations; assumes command of the fire station on assigned shifts; and performs related duties and responsibilities as required. The Fire Captain receives general or limited supervision from the Fire Chief. This classification exercises direct supervision over staff on an assigned shift and provides incident supervision in the field.

### DISTINGUISHING CHARACTERISTICS

The Fire Captain is distinguished from the class of Fire Engineer by the assignment of more responsible and varied duties which include supervision of staff on assigned shifts and serving as the Incident Commander on emergency incidents unless relieved by higher ranking personnel. Fire Captains must exercise independent judgement, initiative, and leadership skills in fire prevention and areas of administration assigned them by the Fire Chief.

### EXAMPLES OF ESSENTIAL FUNCTIONS

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential functions may include, but are not limited to, the following:

- Directs company personnel in fire suppression, fire prevention, lifesaving, and rescue operations.
- Oversees operation of a fire station; manages station equipment and supplies; supervises a company of subordinate and volunteer personnel during an assigned shift.
- Conducts performance evaluations; plans and assigns work; gives instructions and training to subordinate and volunteer personnel in proper methods and use of equipment; maintains discipline.
- Ensures safe employee practices and proper care of equipment assigned to the station.
- Assumes the incident commander role at a fire or other emergency until relieved by a superior officer.
- Oversees and personally performs work to maintain departmental fire suppression and emergency equipment in peak operational condition.
- Responds to scenes of fire apparatus; performs firefighting duties as needed; may drive apparatus.
- In cases of accident, sudden illness or rescue, uses established first aid procedures in treating victim(s) until the arrival of a paramedic or ambulance.

- Reviews policies and practices, and recommends improvements to job procedures and the quality of service provided to the public; ensures that personnel are informed of department policies and procedures.
- Assists the department in fire investigations.
- Attends regular meetings and drills.
- Creates and maintains logs, records and reports as required.
- Maintains regular, consistent and timely attendance.
- Assists the Fire Chief with executive reports and administrative assignments.
- Provides information to the public; explains applicable fire prevention and fire protection laws; answers correspondence.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES** (position requirements at entry)

**Knowledge of:**

- Principles, practices, and procedures of modern fire prevention and suppression methods.
- Applicable local, State and Federal laws, and departmental rules and regulations.
- Water hydraulics and fire behavior.
- First aid, CPR, and other rescue procedures.
- Operation and maintenance of firefighting and rescue vehicles and equipment.
- Safety practices, fire hazards, and potentially dangerous situations as they relate to fire prevention, fire suppression, rescue, emergency situations and hazardous materials.
- Geography of the local area including location of hydrants and mains, major traffic areas, and fire hazards.
- English usage, spelling and grammar.
- Modern office equipment, computers. and software.
- Principles and techniques of supervision including work assignment, discipline, and evaluation of subordinates.
- Principles and practices of instructing and training subordinates.

**Ability to:**

- Supervise, assign work, and train subordinate and volunteer personnel engaged in fire prevention, suppression and rescue work.
- Read, understand, interpret and act in accordance with applicable laws, ordinances, department policies, rules and regulations.
- Analyze fire and emergency situations accurately and take effective action.
- Assist with fire prevention, suppression and inspection activities.
- Demonstrate a high degree of mechanical aptitude as needed in the operation and maintenance of fire apparatus.
- Prepare and maintain records, logs, reports, correspondence, and presentations.
- Communicate clearly and concisely with individuals or groups, both orally and in writing.
- Work effectively without immediate supervision.
- Effectively plan, schedule and carry out the equipment maintenance program.
- Understand and carry out oral and written instructions.
- Use computers and peripherals effectively in the accomplishment of assignments.

- Establish and maintain cooperative and effective relationships with those contacted in the course of work including management, employees, outside agencies, and the general public.
- Tactfully and effectively interact with all people regardless of race, ethnicity, sex, age or economic status.
- Meet the physical requirements established by the department.

**MINIMUM QUALIFICATIONS** (requirements at entry)

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education**

Equivalent to completion of the 12<sup>th</sup> grade. An AS/AA degree is desirable.

**Experience**

Five years fulltime paid experience in firefighting.

**Licenses, Certificates and/or Requirements:**

- Possession and maintenance of a valid California Class C driver license with a Fire Fighter endorsement is required at the time of appointment. Loss or suspension of the driver license may be cause for discipline, up to and including termination.
- Possession and maintenance of a valid EMT license and CPR card.
- Completion of ICS 100/200 & NIMS 700/800.
- California Fire Training & Education System, Fire Officer Certificate is required when applying for the position.

**PHYSICAL DEMANDS**

Performs tasks requiring: strength and stamina, such as lifting and moving equipment and objects weighing up to 100 pounds; pushing or pulling objects of up to 100 pounds; sitting, standing, walking on uneven or slippery surfaces, kneeling, bending, twisting, turning, stooping, squatting, grasping and crawling; ascending and descending stairs and ladders; working both inside and outside with exposure to extreme weather conditions, odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; frequent hand and arm motion; hand and finger dexterity sufficient to use small tools; turning and bending the neck; the ability to see well enough to read gauges, documents and street maps; accurate depth perception; the ability to communicate verbally, including projecting a voice that can be heard in a noisy environment; the ability to hear and distinguish various sounds, such as alarms, voices of co-workers, and warning horns or sirens in both quiet and noisy environments; the ability to stand, walk, bend, and reach at, above or below shoulder height for extended periods of time; sustained concentration and prolonged commitment to job tasks; interpersonal skills sufficient to work closely with others on a team; high level cognitive, interpretive and judgement skills; ability to demonstrate flexibility in the work environment, performing a variety of frequently changing tasks; ability to plan, negotiate, direct, control and monitor other's activities and the ability to work alone effectively under stress in situations dangerous to self or others.

**WORK ENVIRONMENT**

Work is conducted both in a fire station and in the field in various settings. Some of these include exposure to smoke, odors, heat, steam, fumes, and dust, as well as periodic exposure to dangerous or life threatening situations. Work involves irregular hours on weekdays, weekends and holidays.