



## JOB DESCRIPTION

### Fire Captain

Date Prepared: March, 2018

**SUMMARY:** Under general direction, plans, coordinates, assigns, directs, and participates in emergency and non-emergency operations and activities of an assigned shift in a fire station; serves as incident commander on emergency scenes to ensure adequate personnel are available for each shift; ensures all assigned activities are carried out effectively, efficiently and according to department guidelines and policies; perform firefighting, emergency and non-emergency medical response and related activities to protect life and property; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Plan, coordinate, assign, direct, and participate in emergency and non-emergency response operations and activities of an assigned shift within a fire station.
- Ensure assigned activities are carried out effectively, efficiently and according to department guidelines and policies.
- Participate in the development and implementation of goals, objectives, policies and priorities.
- Recommend and implement policies and procedures.
- Identify resource needs, review with appropriate management staff, and implement improvements.
- Direct, coordinate, supervise, and review the work plan for assigned personnel.
- Assign work activities and projects, monitor work flow, and review and evaluate work.
- Respond to alarms involving fire, medical aid, gas leaks, hazardous substances and rescue work.
- Assume incident command and conduct incident assessment.
- Direct and perform firefighting, rescue, medical care duties.
- Place fire hoses, set ladders, operate fire streams, ventilate and enter burning structures to extinguish fires and perform rescue services.
- Perform salvage and overhaul operations to remove hazards and prevent water damage.
- Operate pneumatics and auxiliary equipment such as generators and pumps.
- Direct and participate in equipment and station maintenance, fire prevention and inspection, paramedic services and other operational and administrative assignments.
- Prepare, submit, and maintain reports on emergency calls and department activities.
- Submit requisitions for required equipment and supplies.
- Supervise the data entry and maintenance of various data bases.
- Supervise the maintenance and repair of fire station buildings and grounds, equipment, and apparatus.
- Test and inspect hoses.
- Train, motivate, and evaluate assigned personnel.
- Conduct or coordinate staff training.
- Work with employees to correct deficiencies.
- Enforce departmental policies and procedures and recommends disciplinary action, as necessary.
- Provide staff assistance to the Fire Battalion Chief.

- Participate on a variety of committees.
- Prepare and present staff reports and other correspondence, as appropriate.
- Perform special administrative assignments, as needed, including public information activities and fire investigations.
- Coordinate emergency and non-emergency response activities with those of other divisions and outside agencies and organizations.
- Attend and participate in professional group meetings.
- Remain current on new trends and innovations in the field of fire suppression, hazardous materials, urban search and rescue, emergency medical services, and other fields relevant to assigned responsibilities.
- Participate in public education activities related to fire department functions and Community Risk Reduction initiatives and techniques.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Associate's degree OR 60 semester units with major course work in fire science or a related field AND Six years of experience as a full-time paid Firefighter, Firefighter/Paramedic or Fire Engineer.

### **Knowledge of:**

- Operations, services, and activities of fire suppression, pre-hospital medical, and Community Risk Reduction programs.
- Modern and complex principles and practices of firefighting.
- Methods and techniques of basic and advanced life support, rescue operations and hazardous materials handling.
- Hazardous materials and chemical spill response techniques.
- Procedures and equipment used in modern fire fighting and emergency response activities.
- Geography and street layout of the City and surrounding area.
- Operational characteristics, maintenance, and repair of various fire apparatus and equipment.
- Operational characteristics and maintenance of equipment related to the delivery of pre-hospital medical care and transportation.
- Principles of budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state, and local laws, codes and regulations governing fire safety, pre-hospital medical care, personnel management, and the handling and storage of hazardous materials.

### **Skill in:**

- Supervising, directing, and coordinating the work of lower level staff.
- Interpreting and explaining City fire policies and procedures.
- Rendering pre-hospital medical care.
- Preparing clear and concise reports in both written and electronic format.
- Analyzing emergency situations and developing appropriate response.
- Overseeing and participating in emergency and non-emergency response activities.
- Inspecting, maintaining, and repairing fire apparatus, equipment, and station building and grounds.
- Responding to requests and inquiries from the general public.
- Preparing and presenting public information and educational programs.
- Operating office equipment including computers and related word processing and spreadsheet applications.
- Using work related computer programs and software to input and extract pertinent data.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with co-workers, city staff, elected officials, and community members.

- Interpreting and applying federal, state, and local policies, laws, and regulations.
- Maintaining physical condition appropriate to the performance of assigned duties and responsibilities.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Must obtain a California Class “C” driver’s license with Firefighter endorsements within one year of employment.
- California State Fire Marshal's Office Fire Officer certification or Company Officer certification or equivalent is required.
- Current State of California Emergency Medical Technician or Paramedic certification/licensure with eligibility to work under the Inland Counties Emergency Medical Agency policies or ability to achieve accreditation within 45 days of appointment is required.
- California State Fire Marshal Firefighter I and II certification or equivalent is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed both within the fire station in close proximity to other workers and in various outdoor climates and conditions. Incumbent must be physically able to perform strenuous and hazardous tasks under emergency conditions and must have the stamina and the mobility to work a minimum of a 48 hour shift and to respond to major fire alarms and medical calls for service. Running, bending, stooping, climbing, pulling, and repetitive lifting of heavy objects. Incumbent must be able to pass the medical examination required of fire personnel to ensure fitness for duty. Ability to see and hear in the normal range with or without correction and communicate verbally and in written form with great clarity and must be able to be understood in situations with high degrees of noise. Possess the strength, stamina, and aerobic capacity to work effectively during prolonged periods of strenuous activities including hiking, lifting heavy objects, climbing ladders, operating heavy machinery, repetitive body movement, crawling, all while wearing protective clothing and equipment. Ability to work at heights, confined spaces, and dark environments while wearing protective gear and breathing apparatus. Sufficient manual dexterity which permits the employee to operate equipment used in fire fighting. Sufficient personal mobility and physical reflexes, which permits the employee to perform all duties involved in protecting life and property. Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene. Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, smoke, grease, machinery and its moving parts, odors, dust and irritating or hazardous materials and chemicals. Protective clothing helmets, gloves, boots, etc., are required while responding to emergency calls. Incumbent must be able to meet the following physical demands. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which will include weekends, holidays, evenings and/or varying hours.

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Department Head

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Date

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Personnel Officer

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Date