



City of Marina

Fire Captain

Class specifications are intended to present a descriptive list of the ranges of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To supervise, plan and coordinate the activities and operations of the fire engine company within the Fire Division; to protect life, property and the environment; and to provide highly responsible and complex staff assistance to the Division Chief and or Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Division Chief or Fire Chief.

Exercises direct supervision over technical staff.

ESSENTIAL FUNCTION STATEMENTS- *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Supervise and lead shift personnel during daily activity including training, responding to emergencies as officer in charge, and directing firefighting, rescue, hazardous material, or medical calls until relieved by Chief Officer.
2. Direct the cleaning, maintenance and upkeep of buildings, grounds, apparatus and equipment; maintain service records on all department vehicles; maintain equipment inventory.
3. Supervise and participate in school visits and public education.
4. Participate in the development and implementation of goals, objectives, policies, and priorities for the Fire Division.
5. Identify opportunities for improving service delivery methods and procedures; identify resource needs; discuss with appropriate management staff; implement improvements.
6. Supervise company work activities and project; monitors work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

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7. Train, motivate and evaluate engine company personnel; provide or coordinate staff training; work with employees and volunteers to correct deficiencies; prepare training records and enter completed forms in record management system as directed by the Division Chief.
8. Operate Engine Companies; prepare incident reports.
9. Provide staff assistance to the Division Chief; prepare and present staff reports and other correspondence as appropriate and necessary.
10. Coordinate shift activities with those of other divisions and outside agencies and organizations.
11. Perform related duties and responsibilities as required.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, fire prevention and rescue operations.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a fire suppression program.
- Modern and complex principles and practices of fire suppression, inspection and fire prevention.
- Operation, maintenance, and use of firefighting and rescue equipment.
- Fire prevention policies, rules and regulations.
- Local geography including location of mains, hydrants, and major fire hazards.
- Principles of municipal budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Coordinate the work of lower level staff.
- Interpret and explain Fire Division policies and procedures.
- Select, supervise, train and evaluate staff.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, and the general public.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

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- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible fire suppression experience including one year of lead responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in fire science or a related field.

License or Certificate

Possession of, or the ability to obtain, an appropriate, valid California drivers license.

Possession of, or the ability to obtain, an appropriate, valid Hazardous Materials First Responder Certificate.

Possession of, or the ability to obtain, an appropriate, valid California State Fire Marshall's Fire Officer Certificate.

Possession of, or the ability to obtain an appropriate, valid Medical First Responder or Emergency Medical Technician Certificate.

Possession of, or the ability to obtain, an appropriate, valid C.P.R. Certificate.

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting environment including but not limited to; exposure to fire encompassed surroundings, dangerous persons and animals; hazards of emergency driving; hazards associated with traffic control and working near traffic; and natural and man-made disasters.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; repeated bending.