



Job Code: 0550  
FLSA: NE  
Unit: IAFF  
Revised:

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## FIRE CAPTAIN

### **DEFINITION**

Under direction, is responsible for planning, implementing, supervising, and directing programs and projects at the company level with their own and other battalions; maintains personnel availability coverage, determines emergency response level; responds to emergencies and directs emergency operations until relieved by a senior officer; and performs other duties as required.

### **Distinguishing Characteristics:**

The Fire Captain is the first line supervisory position and is responsible for the day to day operation of the fire station.

### **EXAMPLES OF DUTIES**

Responds to fire alarms, emergency medical and other calls; plans and schedules company activities in accordance with annual program objectives; implements and follows the Incident Command System (ICS) guidelines in commanding, coordinating and functioning at multi-company operations; supervises and follows-up on the company's responsibilities for maintenance of: station, grounds, vehicles, apparatus, equipment, fire hydrant, and alarm system; conducts district inspections, school exit drills, fire safety classes and public education demonstrations; participates in physical fitness programs; writes reports and maintains accurate, up-to-date records; makes safety inspections and enforces safety orders and safe job procedures; supervises, trains, counsels and completes employee performance evaluation reports; administers department "skill maintenance training requirements;" utilizes personal computers to perform word processing and spreadsheet functions.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Organizational operations and procedures; duties and responsibilities of firefighter and fire engineer classifications; functions, characteristics and limitations of equipment and apparatus; sound tactics and fire ground management principles based upon understanding of the relationship between fire behavior and building construction; mutual aid agreements and location of stations; traffic laws and ordinances; department rules, regulations and general orders; training theory and techniques; supervising practices and principles; fire cause and arson characteristics; FCC and municipal rules and regulations governing public safety radio transmission; public relations;

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scheduling, planning, assigning, and organizing the work of subordinates; hazardous materials and appropriate handling procedures; Incident Command System (ICS) guidelines related to multi-company operations; report writing techniques; annual program objectives; design, operation and maintenance of all department vehicles, apparatus, equipment and systems; City geographic characteristics and features, including streets, undeveloped areas, major structures; high life-hazard occupancies and target hazards; personal computer operating systems and computer software applications.

Skill to: Apply sound tactics and fire ground management principles at emergency scenes; apply emergency medical techniques; schedule, plan, assign, organize, supervise and evaluate personnel; counsel employees and maintain discipline; determine response levels and direct emergency operations; determine fire cause and recognize acts of arson; make immediate, sound decisions under pressure; deal effectively with those contacted in the course of work; operate vehicles and equipment in a safe manner; write comprehensive reports; give clear and concise verbal orders; deal effectively with the public during emergency and non-emergency situations; prepare and analyze statistical information; keep accurate up-to-date records; read maps and floor plans; supervise maintenance of: station, grounds, vehicles, apparatus, equipment, fire hydrants and alarm system; assume responsibilities of station coordinator for major area of department activities; operate personal computers to perform word processing and spreadsheet functions.

Experience: Three years as a full-time, paid member of the Livermore Fire Department or five years in a municipal, county, or comparable fire agency.

Education: Equivalent to graduation from high school, supplemented by college level courses in administration/management and technical areas.

License: Possession of appropriate, valid California Driver's License and, when required, a valid Medical Examiner's Card or Fire Service Health Questionnaire must be maintained.

Certification: Current State of California EMT (with required endorsements), Firefighter I and Firefighter II certification or completion of the approved certification requirements. State of California Fire Officer I certification requirements and Fire Department Driver Operator and Aerial Certification. Licenses and certification must be maintained in a current status throughout employment in the position.

Physical Characteristics: Must maintain the department physical fitness program guidelines and standards.

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Other Characteristics: Must have the willingness and ability to: work variable shifts and overtime as required; attend meetings and training activities, both on and off duty; work under hazardous, life-threatening conditions, such as, at heights, in confined spaces, at temperature extremes, around crowds, with loud noises, with limited visibility, in the presence of hazardous materials, in the presence of victims of death and/or dismemberment; work effectively as a team member of a company, battalion, department, special project group, by following orders, consistently following through with duties/assignments; demonstrate leadership through performance of rescue, firefighting, communication and command during hazardous and life-threatening conditions.

(jd0550.sam)