



FIRE CAPTAIN Job Specifications

DIVISION:	Operation
FLSA STATUS:	Non-Exempt (Sworn-Safety)
REPORTS TO:	On-duty Battalion Chief
SUPERVISION:	Supervision is received from a Battalion Chief; however, the Fire Captain is still responsible for overall company performance and must exercise independent judgment.
LOCATION:	Assigned Fire Station
HOURS:	The position generally works a 56-hour work week. This position may be required to work a 40 hour work week in a staff position and may be forced to work overtime as the need arises.

GENERAL SUMMARY

Under direction of Battalion Chief, supervises and coordinates the activities of a fire company during an assigned shift; may be assigned to an administrative staff position in the Fire District. This position plans, develops, coordinates and executes work relating to the activities, functions and programs related to assigned shift or staff position.

DISTINGUISHING CHARACTERISTICS

In addition to performing all of the duties, physical requirements, and responsibilities of a firefighter trainee, firefighter and fire engineer, the Fire Captain has responsibility for motivating, supervising, training, and evaluating subordinate-level employees. Fire Captains are responsible for prioritizing, scheduling, and completing tasks associated with non-emergency response activities such as pre-fire planning, fire and life safety education, and station-based training activities. Incumbents are required to supervise and participate in the care and maintenance of a fire station, apparatus, equipment, and grounds. A Fire Captain must also be skilled in and capable of performing firefighting duties, and perform these duties as necessary. The Fire Captain shall be prepared to fill in for a Battalion Chief in an acting capacity. Work at fire scenes and other emergencies may involve strenuous physical exertion, often under adverse climatic conditions. In these situations, the employee is exposed and subjected to dangers and hazards that could result in severe injuries. Work at this level differs from that of a Fire Engineer by the ongoing performance of supervisory and administrative work.

A Fire Captain must maintain proficiency in the essential functions of the lower level class including but not limited to pumping, driving, and firefighting duties; and will be required to possess and maintain required certifications.

ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Provides direct company level training for subordinates, and/or may be assigned to a Training Officer position and will be responsible for District wide training programs. This position may also be required to participate with District recognized committees.

Communicates with management, peers, subordinates, and other District employees to assign and coordinate emergency scene tasks, evaluate performance, and establish and maintain effective working relationships. Solicits professional development needs of subordinates and provides guidance in helping subordinates meet their individual career goals. Assists employees in understanding their progress toward department and individual goals through performance appraisals, as well as frequent and timely feedback. Instructs others in fire safety, fire prevention, firefighting, and emergency medical services (EMS). Communicates with the general public in order to conduct business inspections, participate in school programs, deliver emergency medical care, answer questions, assess patient needs, etc. Conducts public safety training classes. Produces written documents, such as memos, repair orders, fire and EMS reports in documenting technical and legal matters, and other forms of communication to propose improvements, evaluate performance, or document outcomes. Monitors and responds appropriately to radio traffic including the request for progress reports at emergency scenes. Communicates with Dispatch, North Central Fire personnel, and other agencies in performing emergency scene operations including formulating and transmitting on-scene reports, position-condition-action-needs (PCAN) reports, and routine radio traffic.

Prioritizes, assigns, and directs personnel during emergency scene operations under stressful conditions. Has the skill set to function in the following Incident Command System (ICS) positions: Incident Commander, Section Chief, Branch Director and/or Division/Group Supervisor as needed or assigned. Evaluates subordinates' work performance to ensure conformance to standards. Analyzes data, such as documented work behaviors, evaluations, reports, and product information, in order to make recommendations to management regarding work performance, disciplinary actions, and the purchase or replacement of equipment. Comprehends and makes inferences from written material to: perform work safely, and operate equipment at emergency incidents according to equipment instructions and preplans; performs emergency operation duties in accordance with department standard operating procedures; and identifies, resolves, and/or refers life safety hazards in buildings. Learns job-related material relating to EMS, supervisory, and firefighting duties through on-the-job training and in classroom settings.

Operates motor vehicles (examples: automobiles, fire apparatus and vehicles, and heavy construction equipment) requiring a standard California Driver's License. Operates hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc.

Performs search and rescue functions inside burning buildings, and treats victims who require first aid. Aims and/or directs placement of fire streams. Works in small, cramped areas in order to rescue trapped, endangered, or injured people. Climbs ladders or steps,

and works at heights greater than 10 feet to reach people trapped on building roofs. Moves dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure. Moves earth with various tools in fighting brush fires and rescuing trapped persons from cave-ins. Frequently moves objects weighing up to 50 pounds or more (examples: five-inch fire hoses, EMS equipment, smoke ejectors, trauma boxes, persons on body boards, and salvage equipment) for distances of more than 20 feet. Uses common hand tools to perform tasks at emergency scenes or at the fire station. Mixes gasoline and oil to fuel power tools used in firefighting and rescue activities. Works with cleaning fluids and agents, chemicals, paints, or similar solutions, using personal protective equipment, while performing fire station maintenance duties and mitigating hazardous materials incidents. Detects the following: natural gas leaks while performing emergency work; traffic sounds when approaching traffic at vehicle accidents in roadways; sounds of impending building collapse; calls for assistance; and alarms, sirens, and other signs of alarm or warning in order to remove self from danger and assist others in hazardous situations. Works in a variety of weather conditions. Enters data into a personal computer (PC) or other keyboard device to document fires, first aid incidents, and Partners in Prevention reports. Monitors firefighting performance to determine compliance with North Central Fire District Standard Operating Procedures and related standards. Distinguishes colors to identify chemicals involved in fires by smoke color, and to identify the National Fire Protection Association (NFPA) 704M System, Hazardous Materials. Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing firefighting-related tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets scheduling and attendance requirements.

CORE VALUES

Integrity, Respect, Trust, Commitment, Community Compassion, Professionalism. The employee is one who seeks to be the best, is tolerant of the mistakes of others, is a team-player, treats all others with respect, does not make excuses for his or her own mistakes, and abides by the rules, regulations, policies, and laws which govern our behavior and performance.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must continue to be able to meet pre-appointment and subsequent periodic medical examinations to determine fitness for continued performance of the duties of the position.

Must maintain physical capabilities, requirements, duties and responsibilities of all subordinates.

Must be able to participate in District mandated Physical Fitness Program.

SAFETY COMPLIANCE

Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredicted and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.

MINIMUM QUALIFICATIONS

Education and/or Experience:

30 Units of College OR an Associate's Degree in a related field from an Accredited College (Fire Science, Fire Science Technology, Fire Service Professional, Fire Service/Fire Administration, etc.). Additionally, applicants must have: High School/GED.

AND

Must have a minimum of three (3) years of continuous service in the fire service, including progressively increasing supervisory experience, and must currently serve as a Fire Engineer with the North Central Fire Protection District.

OR

Completed probation as Fire Captain (any agency)

OR

Three years' experience as a permanent Fire Engineer (any agency) with progressively increasing supervisory experience.

Certificates:

Incident Command System 200, 700, 800; California State Fire Marshal Company Officer; and California State Fire Marshal Instructor I certifications.

California State Fire Marshal Firefighter I/II certificate from an accredited academy.

Applicants applying after January 1, 2020 must be signed off as a qualified Acting Captain in accordance with the Administrative Manual Section 101.003 Acting Policy.

Knowledge of:

Operation and maintenance of modern firefighting apparatus and equipment.

Fire inspection and investigation methods and techniques.

Hazardous materials operations and duties

Structural firefighting duties for a variety of facilities, which may include large multistoried buildings, industrial areas, and/or agricultural areas.

Codes and ordinances pertaining to fire prevention.

Fire alarm systems and fire related water delivery systems.

Wildland, agricultural, water, and technical rescue incidents

First aid methods and skill in their application.

Supervisory, training, and evaluation practices and techniques; departmental operating procedures, rules, and regulations; the Personnel Rules and Management Policies; traffic laws and regulations; and computer-based dispatch and reporting systems.

Geography of the DISTRICT.

Ability to:

Supervise and direct assigned personnel activities and daily operations.

Supervise the care and maintenance of station, fire apparatus, and grounds.

React quickly and calmly in emergencies.

Operate firefighting apparatus and equipment.

Maintain effective working relationships with fellow employees and the public.

Write and speak clearly and distinctly.

Enter data into a terminal, personal computer, or other keyboard device to document fires, first aid incidents, and building inspection reports.

Work in a variety of weather conditions.

Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing firefighting tasks in environments that may be immediately dangerous to life (IDLH).

Desirable Qualifications:

Possession of a California State Fire Marshal ICS I-300

Possession of California State Fire Marshal Fire Investigator 1A

Fire Officer (FO) Designation through the Center for Public Safety Excellence or National Fire Academy Managing Officer

Conditions of Employment:

Successfully complete a probationary period as defined in the District's Administrative Manual;

Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 56-hour employees shall complete 2,912 regular time hours of evaluation, complete twelve (12) written probationary evaluation, and successfully complete NCFPD Fire Captain task book.

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must remain clean-shaven to insure integrity of mask fit for breathing apparatus.

Must be willing to work 40-hour workweek or 24-hour rotating shifts on a 56-hour workweek.

Must pass a Live Scan fingerprint-based background check as a condition of employment with the District and maintain eligibility while employed.

This position requires the individual to wear a Fire District uniform.

This position requires the individual to successfully complete an annual job performance evaluation.

Must possess and maintain a current Emergency Medical Technician (EMT) certification issued by the State of California through the Central California EMS Agency (CCEMSA) throughout this job classification.

Must possess and maintain a current Cardio-Pulmonary Resuscitation (CPR) card - American Heart Association, Healthcare Provider or Red Cross-Professional Rescuer or equivalent that meets American Heart Association Standards.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

Special Requirements:

Vaccinations: The North Central Fire Protection District may declare that vaccination(s) for any declared health hazard is required for the immediate protection of the public peace, health, and safety for the following reasons:

- 1) According to the Center for Disease Control, and/or the Fresno County Department of Public Health, if it is determined that existing conditions pose a significant public health risk.
- 2) The District must provide a safe and healthy workplace, consistent with public health guidance and legal requirements, to protect its employees and the public as it continues to provide services.

All Employees shall have the right to petition for a medical or religious exemption to be evaluated on a case-by-case basis, consistent with District procedures for reasonable accommodation requests. Documentation prescribed by the District shall be required.

Tobacco Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District.

Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

Obtain the California State Fire Marshal Company Officer Certificate or Company Officer Certificate shall be completed within one year of appointment; and a lower division community college Firefighter Safety and Survival course.

Pursuant to Career Development Program 103.001 of the DISTRICT Administrative Manual, individuals may substitute two years of required experience for each required California State Fire Marshal (CSFM) class. If substitution experience for classes, individuals must successfully obtain the required classes prior to the end of their probation.

NOTE: Probationary employees are At-Will employees until which time they become permanent. Permanent appointment means one who has been appointed from an eligible list and has satisfactorily completed the probationary requirements and possess all Minimum Qualifications described above.

ACKNOWLEDGEMENT

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: _____ Signature _____ Date _____

Supervisor Name: _____ Signature _____ Date _____

APPROVED: _____ DATE: _____
FIRE CHIEF

Original TVH:aaf 10/01/18
Revised TVH:aaf 08/13/19
Revised TVH aaf 04/09/20
Revised TVH:aaf 10/07/20
Revised TVH:aaf 09/13/22
Revised KC:CC:aaf 08/26/26