

June 2014

City of Rocklin

## **FIRE CAPTAIN**

Current Salary: Firefighters Local 3847 Salary Schedule

### **DEFINITION**

Support the Mission of the department, to direct the activities and operations of personnel on an assigned company and maintain control of respective fire station(s)/quarters; direct and participate in firefighting and rescue activities; maintain and inspect all Fire Department equipment and property; provide responsible technical support to the Battalion Chief.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents receive general direction from the Battalion Chief, and exercise direct supervision over assigned company personnel.

### **DISTINGUISHING CHARACTERISTICS**

The Fire Captain is a supervisory level class. This position is distinguished from Firefighter in that the latter is not responsible for supervision. This position is distinguished from Battalion Chief in that the latter is a management level class.

### **EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES**

Duties may include, but are not limited to the following:

- Plan, prioritize, assign, supervise, and review the work of assigned fire personnel, including instruction and training drills; perform employee evaluations; conduct disciplinary action up to and including formal letters of reprimand; recommend discipline higher than letters of reprimand.
- Respond to emergency fire, rescue, medical aid, and public service calls; order placement of personnel, equipment, and apparatus for effective and efficient operations; assume responsibility for the supervision, performance, and safety of assigned personnel.
- Command and direct operations when first to arrive at emergency incident until relieved by a superior officer; order multiple alarms as necessary, prior to arrival of supervising officer.
- Oversee effective and efficient use of resources to ensure engine companies return to service in a timely manner.
- Coordinate company inspections of buildings, streets, alleys, and special hazards; maintain accurate records of such inspections.
- Monitor daily inspection of quarters and equipment to maintain Fire Department quality standards; oversee the maintenance and repair of equipment and facilities.
- Inspect personnel and maintain discipline.
- Enforce Fire Department and City rules and regulations and make recommendations to superior officers.
- Advise management staff of methods or procedures to improve station operations.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Principles, practices, and procedures of modern fire suppression and prevention, hazardous materials containment, rescue, clean-up, and salvage

- Operation and maintenance of various apparatus and equipment used in modern firefighting activities
- Medical aid, rescue, and resuscitation equipment practices
- Principles and practices of hazardous materials response
- Practices and techniques of driving varied vehicles and operating a wide range of fire apparatus
- Techniques for dealing effectively with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often in emergency or stressful situations
- Safety practices and equipment related to the work
- Area topography, physical conditions, street names, numbers, water mains and hydrant locations, and target areas of the City
- Applicable laws, codes and ordinances
- Principles and practices of basic report writing
- Principles and practices of employee supervision, including deployment, work planning, assignment review and evaluation, discipline, and the training of staff in work procedures
- Records management principles and practices
- Computer applications related to the work
- Proper English usage, grammar, spelling, and punctuation

**Ability to:**

- Supervise, select, train, motivate, and evaluate the work of support personnel, both under emergency conditions and in routine work
- Interpret and apply pertinent federal, state, and local laws, ordinances, regulations, and guidelines relevant to assigned duties
- Make sound decisions, use good judgment, and think clearly and effectively in emergency situations
- Analyze situations correctly and take quick, effective and reasonable courses of action with regard to surrounding hazards and circumstances
- Conduct preliminary fact finding inspections and investigations, including evidence gathering and documentation
- Assume responsibility for assigned departmental activities and projects
- Identify training needs and plan, implement, and evaluate programs
- Learn the geographic layout of the City and the surrounding areas and the location of various fire suppression utilities
- Learn pertinent federal, state, and local laws, ordinances, regulations, and guidelines relevant to assigned duties
- Participate in fire prevention and public education activities in the community
- Coordinate and carry out special assignments

- Prepare and maintain clear and concise reports, records, memos, and other written documents
- Train and instruct firefighters in modern firefighting practices and procedures
- Conduct meetings, make presentations, and facilitate communications in a clear, concise, and positive manner
- Understand and act in accordance with City and Fire Department policies, procedures, and rules; interpret and apply policies, procedures, and rules to assigned personnel
- Drive, operate, maintain, and repair fire equipment and apparatus
- Communicate clearly and tactfully, both orally and in writing
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines
- Establish and maintain effective working relationships with all those contacted in the performance of required duties
- Use English effectively to communicate in person, over the telephone and in writing
- Operate modern office equipment including computer equipment and software programs
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

**Minimum Qualifications:**

*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:**

Five (5) years of increasingly responsible full-time experience in an organized fire department.

Minimum of one (1) year verifiable experience working full time as an Engineer/Driver Operator in an organized fire department, or candidate may be on the current Rocklin Out-of-Class Eligibility List for Engineer with the completion of the Engineer Task Book, and they must have a minimum of 480 documented hours (20 shifts) performing in the Out-of-Class Engineer position.

**Training & Education:**

- 60 units from an accredited college (30 of which are general education units) are required at the time of application for Out of Class Eligibility.
- An Associate's degree from an accredited college with major course work in fire science or a closely related field is required for appointment to the Fire Captain position.

**Licenses or Certificates:**

- State of California Certified Firefighter-1 & 2 or equivalent.
- Possession of a valid State of California Class B operator's license.
- Possession of a valid First Aid and Cardiopulmonary Resuscitation cards. (A valid EMT card meets the requirement of a valid First Aid card).
- All coursework completed for State of California Fire Officer.

**Completion of Fire Captain Task Book:**

Once minimum requirements outlined above have been completed, a Fire Captain Task Book will be issued. If the task book has not been completed prior to a promotional exam opportunity, or if an applicant is hired from outside, the Task Book must be completed within one (1) year after the appointment to the Fire Captain position. Acting Captain Candidates must complete the Fire Captain Task Book within twenty-four (24) months. The completion period for the Task Book may be extended at the discretion of the Fire Chief.

**GENERAL QUALIFICATIONS**

**Physical Requirements:**

Incumbents must possess mobility and physical strength and stamina to respond to emergency situations and use all emergency apparatus while wearing personal protective equipment; must demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies; lift and move individuals or objects weighing more than 100 pounds; ability to work in a standard office setting and to operate motor vehicles; vision to read gauges, documents and street maps; accurate depth perception; ability to communicate verbally, including projecting a voice that can be heard in a noisy environment; 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; 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.

**Working Conditions:**

Employees in this class must be able to work with exposure to emergency circumstances; work both inside and outside with exposure to all types of weather conditions, including odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; willing to work irregular hours and/or extended shifts as scheduled by the department; and work at various locations within the City of Rocklin.

**Uniform Requirement:**

Incumbents are required to wear a designated uniform and personal protective equipment.

**Criminal History and Background Check:**

Candidates who have accepted a conditional offer of employment must pass a background investigation, including fingerprinting.

**FLSA: NE**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.