

Fire Captain (Station/Shift)

General:

The Fire Captain, under the supervision of the Battalion Chief, assumes the responsibility of fire stations and fire company operations, participates in and directs assigned personnel in emergency responses, daily fire department operations and training activities, including working with employees to correct deficiencies and implementing disciplinary procedures. The normal work schedule will be a 24-hour schedule including weekends and holidays.

Distinguishing Characteristics:

Knowledge of the Incident Command System and modern principles and procedures of firefighting and supervision. The Fire Captain must have basic administrative abilities, be self-motivated, and have the ability to motivate others. The Fire Captain (Station) is responsible for those activities and assignments centered around the station environment and other collateral duties.

Supervision Received and Exercised:

Immediate supervision is provided by the Battalion Chief, Assistant Chief, or Fire Chief. The Fire Captain directly supervises subordinates assigned to the company or shift.

Representative Essential Duties:

The Fire Captain receives direction from higher level supervisory and management staff in the supervision of a fire company including activities involving fire suppression, hazardous materials mitigation, emergency medical services, fire prevention and inspection, and other emergencies.

Following are essential duties performed by a Fire Captain:

- Provides staff assistance to assigned higher level management staff, exercises direct supervision over lower level fire personnel;
- Recommends and assists in the implementation of goals and objectives;
- Establish schedules and methods for assigned shift;
- Implements policies and procedures;

- Plans, prioritizes, assigns, supervises and evaluates the work of staff involved in fire suppression operations; is responsible for performance evaluations of assigned subordinates;
- Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures;
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on staff;
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for needed equipment; monitors and controls expenditures;
- Supervises and assists in rendering first aid at emergency incidents; administers basic life support procedures to persons suffering medical emergencies;
- Directs the cleaning of quarters, equipment and apparatus at fire stations;
- Assists in coordinating the maintenance and repairs of fire suppression equipment and facilities such as hydrants, trucks and support equipment;
- Ensures proper maintenance and repairs of station facilities; maintains station supplies;
- Obtains and preserves evidence at the fire scene;
- Prepares reports, forms, recommendations and other required administrative procedures; assists management staff in maintaining and improving upon the operation of the Department, and performs related work as assigned.

Knowledge, Abilities, Skills, and Qualifications:

Knowledge of the Incident Command System; modern principles, practices and procedures of firefighting; rules, regulations and operational procedures of the Grass Valley Fire Department; principles and practices of supervision and training; modern office practices, procedures, methods and computer equipment; current practices in rendering first aid at the EMT 1 level; mitigating hazardous material emergency at the operational level.

Physical Requirements:

Must be free from any physical, emotional, or mental condition, which might affect the ability to perform essential job duties.

Must be able to work in confine spaces for extended periods of time in all climates and weather conditions.

Must pass the physical agility test of the Grass Valley Fire Department.

Required Education and Experience:

Completion of the 12th grade of GED equivalent.

Five (5) years of full-time paid firefighting experience, including one (1) year as a paid Engineer with the Grass Valley Fire Department.

State Firefighter 1 certificate.

Current EMT 1 certificate.

California Fire Department Class B drivers license.

Completed the classes required for the California Fire Officers certificate.

The City reserves the right, with concurrence of the Department Head, to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment. This position is a position of the City of Grass Valley.

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