

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	FIRE CAPTAIN
<b>DEPARTMENT</b>	FIRE
<b>EMPLOYMENT CATEGORY</b>	REGULAR
<b>EMPLOYMENT LEVEL</b>	SUPERVISORY

### **DEFINITION**

To plan, organize, direct and supervise fire suppression, rescue, vehicle extrications, medical aid, hazardous material containment, and other activities related to the protection of life and property within the Fire Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Assistant Fire Chief or Fire Chief. Exercises direct supervision over assigned fire personnel.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

- Reliable and dependable attendance and punctuality.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for preventing and protecting property from fire, providing emergency response, reviewing construction plans for conformance with fire codes, and performing public education; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in fire prevention, protection and emergency response duties.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditure.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Direct firefighting and rescue operations until relieved by superior officer.
- Provide basic life support and first aid techniques; provide rescue operations to injured and trapped persons.
- Assist with the maintenance of fire apparatus, equipment, and facilities.
- Attend special events to provide public education regarding fire prevention and protection of life and property.
- Identify training needs; develop and implement training to meet such needs.

- Perform building plan reviews to ensure conformance with fire codes and fire prevention requirements; respond to questions and provide direction to developers, architects, engineers and contractors; make field inspections as required.
- Receive complaints on violations of City municipal codes and ordinances; review case files, zoning codes, ordinances, and related documents; conduct interviews and field investigations; issue warning notices and citations and process abatement orders.
- Assist with a variety of special projects, including but not limited to, monthly training, grant development and administration and the development and maintenance of standard operating procedures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

**Knowledge of:**

- Principles, practices, methods and techniques of modern fire and life safety and fire suppression activities.
- Operation, maintenance and uses of firefighting apparatus and equipment.
- Advanced first aid and CPR.
- Principles and practices of supervision, training and performance evaluations.
- Local geography, including the location of water mains and hydrants.
- Building codes and regulations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.

**Ability to:**

- Organize, implement and direct fire suppression and prevention, medical aid, and public education operations/activities.
- On a continuous basis, know and understand all aspects of the job and observe safety rules; intermittently analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; explain work to other employees.
- Intermittently, sit while driving equipment; stand, walk, bend, twist, kneel, squat and climb ladders or up on equipment; perform simple power grasping, pushing, pulling and fine manipulation; frequently lift or carry weight of 100 pounds or less.
- Interpret and explain pertinent City and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Operate apparatus and equipment used in modern firefighting activities.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

- Supervise, train and evaluate assigned staff.

**MINIMUM QUALIFICATIONS:**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Five (5) years experience in public fire suppression as a career firefighter; two (2) years experience as a career fire engineer.
- Possession of a valid California Class C driver license with Firefighter Endorsement or Commercial Class A or B with Endorsement.
- Possession of a Firefighter II Certificate by date of application.
- Possession of an EMT-1 Certificate by date of application.
- Must obtain a Fire Officer Certification within one (1) year of appointment.

8/18