

City of Clovis
FIRE CAPTAIN

DEFINITION

Under direction, on an assigned shift to have charge of and supervise the activities of an engine or truck company; as assigned, to formulate and implement a fire technical instruction and training program; to conduct fire fighting drills; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are at the supervisory level of a fire company during a shift. As such, the Captain supervises an engine or truck crew ensuring that training, facility maintenance and operational readiness are maintained. At the scene of an emergency, the Captain assumes command as the officer to arrive first on the scene. Positions in this class perform work which has some variation and which allows or requires a limited range of choice in the application of defined methods or procedures. Incumbents receive instructions when tasks are assigned and have some latitude in selecting work methods. Work is generally reviewed upon completion for final results. Incumbents are expected to refer to the supervisor for direction in matters which do not fit a clear pattern.

EXAMPLES OF DUTIES

Plans, organizes and directs the work of a fire fighting company; responds to fire alarms and emergencies; gives detailed direction to personnel and personally assists in the work of extinguishing fires and in performing related life and property protection; maintains discipline on calls and in company quarters; assigns daily work to staff; prepares performance evaluations; recommends commendations and discipline; records company activities in daily journal; prepares reports of company activities for review; inspects personnel, equipment and company quarters; performs or assists in company inspections, classroom instructions and in the preparation of sketches, charts and instruction for fire suppression purposes; drills and instructs personnel in the use of hoses, nozzles, ladders and other portable fire fighting equipment; instructs personnel on location of target hazards occupancies, and other fire hazards and methods of combating fires in such places, conforming in training and instructional work with department policy and procedures; arranges and presents public information programs; assigns personnel to maintenance duties in and around company quarters; attends fire officers' meetings; maintains records and prepares reports; makes work assignments, sets priority for, trains and reviews the work of fire fighting personnel; conducts staff meetings; distributes assigned work to subordinate personnel; instructs assigned staff in work methods; participates fully in the work of crew/subordinate staff; makes budget recommendations and purchases, manages department programs.

LICENSE REQUIRED

- Possession of a valid and appropriate California Class B Driver's License with endorsements and a good driving record.
- Possession of a valid Emergency Medical Technician – 1 Certificate, Defibrillation Accredited.

QUALIFICATIONS

Knowledge of:

- Modern fire suppression and prevention practices and techniques;
- Principles of personnel deployment, supervision and training;
- Principles of fire ground hydraulics and building construction;
- Emergency medical techniques
- City street layout and water systems;
- Simple record keeping methods;
- Principles of correct English usage, grammar and composition;
- Basic mathematical and mechanical relationships;
- Appropriate safety precautions and procedures.

Ability to:

- Make sound decisions, set priorities and direct fire personnel at the scene of an alarm;
- Supervise, motivate, guide, train and evaluate entry and journey-level fire personnel;
- Prepare and present concise written and oral reports and make recommendations on department programs and activities; plan, assign, supervise and direct the work of subordinates;
- Operate a vehicle observing legal and defensive driving practices;
- Maintain and modify filing systems;
- Meet, interact and mutually problem-solve effectively with public and private officials, the general public and City staff;
- Operate, access, retrieve and input information using computer equipment;
- Understand and carry out complex oral and written instructions requiring problem-solving and independent decision-making;
- Establish and maintain effective relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Experience:

Five years of municipal fire fighting experience at the Firefighter/Engineer level.

Education:

Equivalent to completion of 30 semester units of college credit in fire science or fire administration.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strength:

Heavy work-lifting, carrying and/or pushing 100 pounds with frequent lifting and/or carrying objects weighing up to 50 pounds.

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