

CITY OF ARCADIA

FIRE CAPTAIN

DEFINITION

Under direction, to supervise, assign, review and participate in the work of a fire company or station responsible for providing fire suppression, first aid, rescue, emergency medical treatment, and fire inspection and prevention services; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION EXERCISED

Exercises direct supervision over sworn staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Establish incident command system at all emergencies.

Plan, prioritize, assign, supervise and review the work of a fire company or station responsible for providing fire suppression, first aid, rescue, emergency medical treatment, hazardous material response, and fire inspection and prevention services.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective fire suppression and prevention services; implement policies and procedures.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.

Participate in the selection of assigned staff; provide or coordinate staff training and fire fighting drills; prepare employee performance evaluations; work with employees to correct deficiencies; implement discipline procedures when necessary.

Perform assigned ancillary duties involving the administration of the Fire Department including fire administration, prevention, public education, inspection, fleet equipment maintenance, inventory, training, or other aspects of the fire prevention and suppression programs.

Respond to fire alarms as incident commander, assuming responsibility for the supervision, performance and safety of assigned fire fighting personnel on the scene of an emergency incident; direct fire fighting operations until relieved by a superior officer; provide direction to personnel.

Supervise and assist in rendering first aid at an emergency incident; analyze and take command of patient care with full responsibility for the patient until relieved by proper medical personnel.

Supervise the laying and connection of hose, direction of water streams, placement of ladders, ventilation of buildings, rescue of persons, first aid, and salvage operations; ascertain the need for and type of additional equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.

Respond to miscellaneous emergencies including victim rescues, hazardous materials incidents, flooding, and natural disasters; respond to non-emergency situations including false fire alarms.

Assist in coordinating the maintenance and repair of fire suppression equipment and facilities such as hydrants, trucks and support equipment; ensure proper maintenance of station facilities; direct the cleaning of quarters, equipment and apparatus; maintain station supplies.

Check commercial and residential buildings for code compliance including in the areas of building exits, automatic sprinkler systems, fire alarms, fixed fire extinguishing systems, commercial hood and duct systems, emergency generators, underground water systems and hazardous materials storage; interpret and enforce provisions of fire prevention and fire safety laws, ordinances, and other regulations.

Perform or assist in company inspections; inspect personnel, equipment, and company quarters.

Perform or assist in classroom instruction and in the preparation of sketches, charts, and instructions for fire suppression purposes.

Identify the fire training needs of company personnel including such areas as driving and operating equipment; drill and instruct personnel in the use of a variety of fire fighting apparatus, equipment, tools, and devices including hoses, nozzles, ladders, and other portable fire fighting equipment; instruct personnel on location of hazards in schools, institutions, public buildings, and other fire hazards and the methods of combating fires in such places; ensure conformance of training and instructional work with department policy and procedures.

Arrange public information programs to provide information to the public concerning fire prevention practices and procedures.

Assign personnel to maintenance duties in and around company quarters; instruct assigned staff in work methods; participate fully in the work of crew/subordinate staff.

Conduct preliminary investigation on causes of fire; obtain and otherwise preserve evidence at a fire scene; collect, prepare, and present evidence in court when required; prepare reports of findings and recommendations.

Assist management staff in maintaining and improving upon the operation of the Department; perform a wide variety of general staff work as assigned.

Perform a variety of administrative duties including recording company activities in designated logs, preparing and maintaining records, reports, forms, recommendations, and other required administrative procedures of the company.

Respond to and resolve difficult inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention, suppression, investigation, and inspection.

Participate in Public Education Demonstration.

Perform the full range of fire fighting duties as necessary.

OTHER JOB RELATED DUTIES

Perform and supervise related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive fire suppression program.

Modern fire suppression, prevention, and victim rescue principles, practices, procedures, and techniques including the operation and maintenance requirements of the various types of fire apparatus and equipment.

Principles of hydraulic and construction engineering.

Mechanical, chemical, and related characteristics of a wide variety of hazardous materials.

Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices and facilities.

Department rules, regulations, and operational procedures.

Knowledge of:

Pertinent Federal, State and local laws, codes, and regulations.

Procedures methods and techniques of emergency medical services including first aid and CPR.

Principles of supervision, training, and performance evaluation.

Local geography, including the location of water mains, hydrants, major fire hazards of the City, and City streets.

Basic building construction techniques and practices.

Fire prevention principles, practices, and techniques.

Operational hazards and standard safety practices necessary in the area of fire prevention and suppression and victim rescue.

Operational characteristics and designs of fire protection systems, sprinkler systems, alarm systems, elevators, and other related systems.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Basic mathematical and mechanical relationships.

Safe driving principles and practices.

Skill to:

Operate a variety of fire fighting and emergency response equipment safely and effectively including communications equipment.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of sworn and clerical personnel.

Select, supervise, train, and evaluate staff.

Control and direct a variety of emergency services related to fire suppression, emergency medical response and hazardous materials incidents.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Perform at required EMS, technical rope rescue, and hazardous material operation levels.

Oversee and participate in the operation and maintenance of apparatus and equipment used in modern fire fighting activities.

Conduct preliminary fact-finding inspections and investigations including evidence gathering and preservation.

Prepare and recommend assigned budget.

Read and interpret blueprints and site maps.

Read, understand, and apply technical fire fighting materials and concepts.

Prepare and maintain accurate and complete records.

Prepare clear and concise written and oral reports.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

Experience:

Five years of progressively responsible firefighting experience.

Training:

Equivalent to an Associate's degree* in fire science or a related field, and one of the following: placement on a certified City of Arcadia Fire Engineer's eligibility list, **OR** successful completion of the California State Certified Driver Operator 1A and 1B courses.

Note: *A total of 30 college units, with a minimum of 18 units in Fire Science at a college or university which has been accredited by a recognized government or professional accrediting body as determined by the City and ten years of progressive firefighting experience with the Arcadia Fire Department can be substituted for an Associate's degree requirement.

License or Certificate:

National Incident Management System (NIMS) IS 700 and 800

Incident Command System (ICS) 100, 200, and 300

Possession of Hazardous Materials Awareness and Operations certificates.

Completion of course work to be eligible to apply for State Fire Marshal Fire Officer Certification. Must obtain State Fire Marshal Certification within 12 months of appointment.

Possession of CPR Certification issued by the American Red Cross or the American Heart Association.

Possession of EMT I Certification or equivalent.

Possession of an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, fire, smoke, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: February 2002

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