

FIRE CAPTAIN

DEFINITION

Under direction, supervises and coordinates the activities of a fire company during an assigned shift; may be assigned to command an aircraft rescue and firefighting, hazardous materials, or an urban search and rescue unit; may be assigned to an administrative staff position in the Fire Department.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Fire Battalion Chief. Supervises Firefighter Trainees, Firefighters and Firefighter Specialists.

DISTINGUISHING CHARACTERISTICS

Fire Captain is the first line supervisory class in the fire service. Generally assigned to the Division of Fire Operations, incumbents may supervise the activities of a fire company with responsibilities for commanding a fire or emergency scene until relieved by a superior officer; may be assigned to command an aircraft rescue and firefighting, urban search and rescue, or hazardous materials unit; or may be assigned to perform administrative staff duties. This class differs from Fire Battalion Chief in that incumbents of the latter have administrative and supervisory responsibilities for the operation of all fire companies on a shift. It differs from Firefighter Specialist in that incumbents of the latter do not have supervisory responsibilities on a continuing basis.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Responds to fire incidents and emergency calls with a fire company; determines equipment and sequence of operations to be used.

Supervises and participates in the rescue of persons, administration of first aid, placement of fire apparatus, laying of hose lines, placement of ladders, ventilation of buildings, placement of salvage covers, handling of hazardous materials, and in clean-up operations.

May be assigned to command an aircraft rescue and firefighting unit; responds to emergency situations and supervises and participates in the control of aircraft emergencies and incidents on the airport property.

May be assigned to command a hazardous materials unit; responds to emergency situations and supervises and participates in the identification, containment and control of hazardous materials.

May be assigned to command an urban search and rescue unit; responds to emergency situations and supervises and participates in the control of hazardous environments.

Maintains discipline and ensures that rules and regulations are properly observed and executed.

Supervises the inspection, maintenance, and cleaning of apparatus and equipment to ensure conditions of readiness.

Trains subordinates in the use of equipment and methods of fire suppression, emergency medical care, and in handling hazardous materials.

Schedules and conducts drills, hydrant inspections, and fire prevention inspections.

Supervises the inspection, maintenance, and cleaning activities of the fire station and grounds.

Maintains records and prepares reports regarding apparatus, equipment, personnel, administrative assignments, emergency medical and firefighting activities.

Schedules and conducts tours of the fire station.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern methods, techniques, and equipment used in firefighting and rescue operations.

Fire alarm systems and fire-related water delivery systems.

Codes and ordinances pertaining to company fire prevention activities.

Emergency medical care and first aid methods, and skill in their application.

Ability to:

Plan and assign work.

Maintain discipline and supervise subordinates.

Instruct subordinates in firefighting techniques, emergency medical care and the handling of hazardous materials, and in the use of related equipment.

React quickly and calmly in emergency situations.

Communicate effectively, orally and in writing.

Establish and maintain effective working relationships.

Have skill in the use of hand and power tools associated with firefighting, rescue operations, emergency medical care, and the handling of hazardous materials.

MINIMUM QUALIFICATIONS

Experience:

Five years of continuous service as a permanently appointed Firefighter with the City of Fresno, or be a permanently appointed Firefighter Specialist with the City of Fresno.

AND

Education:

Possession of an Associate of Arts or Sciences degree from an accredited college or university. In order to be accredited, the accreditation must be received from the recognized list of accreditation associations of higher learning maintained by the U.S. Secretary of Education.

AND

Certificates and Acting Sign-Offs:

FFD Acting Engineer (101.4 Acting Policy); FFD Acting Captain (101.4 Acting Policy); CSFM Fire Officer I or CSFM Company Officer course requirements (Company Officer 2A, 2B, 2C, 2D, 2E and Instructor 1); CSFM Firefighter II; CSFM Driver/Operator (or Driver Operator 1A and 1B); and ICS 300. NOTE: current Firefighter Specialists do not need to provide proof of Acting Fire Engineer sign-offs.

Special Requirements:

Possession of a valid Class B California Driver's License, without Air Brake restriction, and with Tank endorsement. Or, effective January 1, 2011, possession of a valid Class C California Drivers License with a firefighter endorsement.

An incumbent hired into the City of Fresno fire service after July 1, 1986, must possess and maintain a current Emergency Medical Technician I Ambulance (EMT I-A) certificate. Required training will be provided by the City.

Employees originally hired on and after December 1, 1990 will not smoke or use any tobacco product on duty. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file.

Pursuant to Career Development Program 103.1 of the Fire Department's Administrative Manual, incumbents may substitute two years of required experience for each required California State Fire Marshal (CSFM) class. If substituting experience for classes incumbents must successfully obtain the required classes prior to the end of their probation.

Employees hired into the Fire Captain classification after December 31, 2016, must meet the requirements outlined in the respective job specification in which they qualified, tested and were appointed. Failure to meet these requirements shall be cause for removal from Fire Captain classification.

NOTE: Permanent appointment means one who has been appointed from an eligible list and has satisfactorily completed the probationary period.

APPROVED: Signature on File DATE: 4.7.2017
Director of Personnel Services

Original 06/10/1975
Revised MAH: 07/11/2006, SCM 10/10/08,
TJM:scm 8/12 (effective after completion of the 2012 FC promo exam)
Revised: TJM:wm: 03/2017