

FIRE CAPTAIN

DEFINITION

Under general supervision, the Fire Captain is the first line supervisor in the Fire Department responsible for the day-to-day operations of a fire station and personnel on an assigned shift. The Fire Captain is responsible for the maintenance of equipment and apparatus. The Fire Captain may be assigned to command an aircraft rescue and firefighting, hazardous materials, or an urban search and rescue unit; and/or may be assigned to an administrative staff position in the Fire Department.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Fire Battalion Chief or superior officer. Incumbents may supervise Firefighter Trainees, Firefighters, Firefighter Specialists, and civilian employees.

DISTINGUISHING CHARACTERISTICS

Fire Captain is the first line supervisory class in the fire service. The Fire Captain is generally assigned to fire operations where incumbents may supervise the firefighting activities of a fire company with responsibilities for commanding a fire or emergency scene until relieved of command 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 classification is distinguished from the lower classification of Firefighter Specialist in that the Fire Captain is responsible for the activities of a fire company on an assigned shift, while the Firefighter Specialist does not have supervisory responsibilities. This classification is distinguished from the Fire Battalion Chief in that the latter classification is responsible for administrative and supervisory responsibilities for the operation of all fire companies on a shift.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Ensures operational readiness of personnel and equipment in an assigned station; directs personnel engaged in a variety of emergency scene operations and determines equipment and sequence of operations to be used; assumes command at the scene of a fire or other emergency until relieved by a superior officer; participates in the suppression of fire incidents as necessary; may operate emergency fire apparatus.

Supervises and participates in the rescue of persons, administration of first aid, placement of fire apparatus, connecting and laying of hose lines, placement of ladders, ventilation of buildings, placement of salvage covers, handling of hazardous materials, and returning all fire equipment after use.

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.

Supervises and participates in the inspection, maintenance, and cleaning activities of living quarters, equipment, and apparatus; conducts roll call, inspects personnel, transmits orders and information to subordinate employees; maintains discipline and ensures all rules and regulations are properly observed and executed; maintains records and prepares reports as necessary regarding apparatus, equipment, personnel, administrative assignments, and emergency medical and firefighting activities.

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 and activities which includes appearing before public groups, schedules and conducts tours of the fire station.

Keeps records and prepares incident reports as required; ensures completion of required reports and documentation; participates in the Department budget process.

Investigates and determines cause and origin of fires, seeking evidence of arson or of fire code violations; prepares follow-up correction notices and letters pertaining to initial inspections; issues citations of warrants for the arrest of violators; and testifies in court on criminal complaints filed by the Fire Department on offenses against fire laws, ordinances, and regulations.

May perform as a Safety Officer.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern principles, practices, methods, and techniques of firefighting and prevention, equipment used in firefighting and rescue operations, supervision related to direction, control and evaluation of members of a fire company, instructing and training members of a fire company, operation and maintenance of various types of apparatus and equipment used by the Fire Department, geography of the City of Fresno, location of water mains and fire hydrants, and location of major hazards in the City of Fresno.

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.

Computers and the use of related software applications.

Department policies and procedures, as well as safety rules and regulations.

Skill/Ability to:

Use modern office equipment, including computers, computer applications and software; use modern communication devices including radios and cellphones; and use modern fire suppression and emergency medical response equipment.

Supervise the effective use of fire equipment and apparatus.

Lead members of a fire company effectively, maintain discipline, promote harmony, exercise good judgment, and cooperate with other officers.

React quickly and calmly in emergency situations.

Communicate effectively, orally and in writing.

Prepare clear and concise reports.

Maintain effective working relationships with Department staff, Federal/State/local agencies, various emergency services agencies, the general public, and others.

MINIMUM QUALIFICATIONS

Experience:

Members appointed to the Firefighter classification prior to June 2018 must meet the following requirements. This provision will expire on December 31, 2030.

- Five (5) 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.

Members appointed to the Firefighter classification after June 2018 must meet the following requirements.

- Two (2) years of current and continuous service as a Firefighter Specialist with the City of Fresno.

Education:

Associate's degree from an accredited college or university.

Licenses:

Possession and continued maintenance of a valid Class C California Driver's License with a Firefighter Endorsement, or Class A or B California Driver's License, without Air Brake restriction, and with tank endorsement. Failure to maintain the required driver's license may be cause for termination.

Certificates:

Possession of a valid California State Fire Marshal's Office Fire Officer I Certificate or possession of a valid California State Fire Marshal's Office Company Officer Certificate or Company Officer certification requirements (2A, 2B, 2C, 2D, 2E, and Instructor 1).

Possession of a valid California State Fire Marshal's Office Firefighter II Certificate.

Possession of a valid California State Fire Marshal's Office Fire Apparatus Driver/Operator Pump Apparatus Certificate or Fire Apparatus Driver/Operator 1A and 1B Certificates.

Possession of a valid ICS 300 Certificate.

Possession of a L954 certificate from FEMA or S404 certificate from the National Wildlife Coordinating Group (NWCG).

Possession and continued maintenance of a valid EMT Certificate from the Central California Emergency Medical Service Agency.

Possession and continued maintenance of a valid Basic Life Support CPR Card consistent with the curriculum standards of the American Heart Association, American Red Cross, or equivalent is required at time of application.

Special Requirements:

Members appointed to the Firefighter classification prior to June 2018 must meet the following requirements. This provision will expire on December 31, 2030.

- Signed off as a qualified Acting Firefighter Specialist and Acting Captain in accordance with FFD Administrative Manual, Section 101.004 Acting Policy. Current acting sign-off list will be verified with the Fire Department.

Members appointed to the Firefighter classification position after June 2018 must meet the following requirements.

- Signed off as a qualified Acting Captain in accordance with FFD Administrative Manual, Section 101.004 Acting Policy. Current acting sign-off list will be verified with the Fire Department.

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Candidates selected to fill Fire Captain vacancies are prohibited from smoking or use of any tobacco product on-duty and on City premises.

APPROVED: (Signature on File) DATE: 10/1/2026
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
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