



## **CITY OF CALEXICO**

### **CLASS TITLE: FIRE CAPTAIN**

**MONTHLY: \$4,691 - \$5,991**

**RANGE: 21**

### **BASIC FUNCTION:**

Under the direction of the Fire Chief, organize, control and direct the activities of an assigned branch and fire company of the Fire Department including fire suppression and emergency services, emergency medical aid, salvage and rescue operations, hazardous materials, training, paramedics, rescue squad, traffic accidents and code enforcement; protect life and property through fire suppression, prevention and emergency medical aid; train and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Organize, control, direct and coordinate the day-to-day operations of an assigned shift for the Department including fire suppression and emergency services, emergency medical aid, salvage and rescue operations, hazardous materials, training, paramedics, rescue squad, traffic accidents and code enforcement; assure assigned shift personnel are adequately trained and prepared for fire and medical emergencies; respond efficiently to fire, rescue, hazardous materials and medical alarms.

Plan, organize and direct the Emergency Medical Services Division providing ambulance and rescue services; schedule personnel to provide proper coverage on each shift; establish and implement EMS standard operating procedures and policies; administer emergency medical aid and CPR as needed; assess patient condition and initiate and oversee treatment.

Train, supervise and evaluate the performance of assigned staff; prepare and maintain performance evaluations, personnel records, training information and schedules of assigned staff; provide proper discipline of personnel as required; participate in personnel selection; develop and schedule new employee orientation and recruit training; develop examinations; recommend continued employment of fire personnel; assure understanding of Department policies, procedures and safety practices.

Administer and enforce the Uniform Fire Code; supervise subordinate inspectors and provide for necessary training; conduct life safety and fire inspections of businesses and other structures; conduct home inspections; assure compliance with applicable codes.

Drive vehicle to emergency site; take command of scene as appropriate; determine proper tactics and strategies for fire suppression assuring safety of fire personnel and civilians; deploy appropriate personnel and equipment; request additional personnel, equipment and resources as appropriate; investigate causes of fires, determine fire origin and prepare necessary reports.

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Perform the full range of duties of a Firefighter and Fire Engineer as necessary.

Operate trucks, engines, ambulances, pumps, aerial ladders and other auxiliary fire apparatus; utilize a variety of hand and power tools during fire suppression and rescue activities; operate standard office equipment including a computer and assigned software.

Plan, schedule, assign and participate in equipment and fire station maintenance; assist in assuring facilities are maintained in a clean and orderly condition; wash, polish and maintain fire vehicles, apparatus and equipment in a clean condition.

Prepare and maintain records and reports including fire incident reports, roll calls, station, inspection, training and maintenance activities, equipment records, personnel evaluations, and others utilizing automated systems; review and assure accurate and complete documentation of assigned activities.

Recommend and implement improved policies and procedures as necessary; interpret policy for personnel on assigned shift; participate in planning sessions for the Department; assist in development of policy and procedures for fire operations.

Provide for continuing education for Paramedics and program planning for emergency medical services including specifications for new employment, budgeting and staffing needs as assigned by the position.

Supervise the preparation of pre-incident emergency response plans for commercial, industrial, educational and residential occupancies; coordinate pre-fire planning activities including training and scheduling of activities; prepare and review sketches and reports.

Represent the superior officer in the absence of superior officers and serve as incident commander as necessary.

Investigate complaints from citizens regarding fire hazards; conduct fire flows to compute water supply.

Assure training schedules are established and implemented for assigned personnel; determine and schedule the type of training required for each member of the Fire Department; provide career development training to assure ability to promote within the Department; assure Department personnel meet or exceed applicable standards; develop and present classes to Fire Department personnel; adapt existing curricula; instruct specialized training as necessary; oversee company drills as required.

Assist with ordering, receiving and maintaining inventory of Fire Department supplies and equipment; prepare and submit purchase requisitions for approval; oversee and participate in completing daily and weekly check off sheets for apparatus and equipment; conduct periodic inventory of medical and other equipment.

Communicate with City personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Review and provide for fire alarm and sprinkler system tests.

**OTHER DUTIES:**

Serve as a Department Safety Officer; provide regular safety meetings and instruction; assure safety of personnel at fire scenes.

Perform special projects and participate on Department and City-wide committees and task forces as assigned; attend and participate in various meetings.

Prepare and conduct tours, lectures and video presentations as required; oversee and provide educational programs to teach safety and fire prevention.

Assist in long range planning.

Provide for attendance at outside schools, training seminars and conferences.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices and procedures of fire prevention, fire suppression, rescue operations and emergency medical services.

Applicable laws, codes, ordinances, regulations, policies and procedures.

Fire prevention and emergency rescue laws, ordinances and codes.

Principles and practices of supervision and training.

Building construction, hazards, risks and profile of the City relating to emergency rescue activities.

Technical operation, use and maintenance of specialized fire apparatus and equipment.

City street system, location of hydrants and emergency treatment facilities.

CPR and emergency medical practices and procedures.

Principles, practices and technical aspects of fire science, hydraulics and water flow capacity.

Firefighting procedures such as hose and ladder practices, forcible entry, ventilation, vehicle extrication, salvage and overhaul procedures.

Proper tool and equipment usage and maintenance of firefighter equipment.

Record-keeping and report writing techniques.

Oral and written communication skills.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Organize and direct the activities and operations of the Fire Department including fire suppression, fire prevention and emergency medical aid in response to fire alarms, medical calls and other emergency situations.

Oversee and participate in the maintenance of firefighting equipment to assure proper working condition.

Train, supervise and evaluate the performance of assigned staff.

Conduct training activities to enhance Department firefighting abilities.

Work independently with little direction.

Determine proper tactics for fire suppression assuring safety of fire personnel and civilians.

Identify fire hazards and causes.

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Coordinate and conduct fire prevention inspections of commercial and residential buildings.  
Oversee and perform emergency medical procedures as necessary.  
Analyze situation accurately and adopt an effective course of action.  
Set up and operate pumps, hoses and related hydraulic equipment at fire scenes.  
Interpret, apply and explain codes, rules, regulations, policies and procedures.  
Plan and organize work.  
Prepare and maintain records and reports.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned software.  
Perform prolonged and strenuous work in adverse conditions.  
Perform heavy physical labor and climb stairs and ladders.  
Search for victims in hazardous environments.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by 21 units college-level course work in fire science and administration and five years fire suppression experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B driver's license.  
California State EMT certification.  
Valid and appropriate State Fire Officer certification.  
Positions in this class may be either an EMT or Paramedic and receive a corresponding stipend.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Adverse weather conditions.  
Working around fumes and smoke.  
Driving a vehicle to conduct work.  
Evening or variable hours, and emergency call-out.

**PHYSICAL DEMANDS:**

Heavy lifting.  
Bending, stooping, crawling, and pulling hoses to suppress fires and rescue victims.  
Reaching overhead and above shoulders.  
Carrying victims.  
Standing and walking for extended periods of time.  
Climbing ladders for rescue.  
Dexterity of hands and fingers to utilize hand and power tools for medical and fire emergencies.  
Seeing to fight fires, perform medical procedures and read a variety of materials.  
Physical agility and stamina.

**HAZARDS:**

Smoke and fumes inhalation including toxic gases.  
Working with people with unknown medical problems.  
Working at heights.  
Working in confined spaces.  
Extreme weather conditions.  
Exposure to contagious diseases, blood and bloodborne pathogens.  
Working with hostile or abusive individuals.  
Extreme heat.  
Fire.  
Various immediate dangers to life or health.  
Falling objects.