



JOB DESCRIPTION

FIRE CAPTAIN

DEFINITION

The Fire Captain is responsible for Fire Department operations on an assigned engine company. The Captain will supervise and participate in fire prevention and fire inspection activities, fire department training, emergency and non-emergency responses and activities, and do related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This position performs overall supervision of personnel assigned to their duty fire station. They take charge of the emergency situation until relieved by a higher ranking officer. This is the second level line officer under the Fire Chief and directly reports to the duty Battalion Chief.

SUPERVISION EXERCISED AND RECEIVED:

Reports to: Battalion Chief, and shall perform their duties as outlined.

Supervises: Firefighters and personnel assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

Essential responsibilities and duties may include, but are not limited to, the following:

- Be responsible for the company to which they are assigned.
- Supervise the work of their company on the fire-ground; act as incident commander until relieved by a higher-ranking officer.
- Be responsible for the general efficiency of all assigned personnel.
- Supervise the work and special projects assigned to their company.
- Be responsible for maintaining the company log, company reports on each run and all other required reports necessary for the department.

- Be responsible for the cleanliness of the apparatus assigned to their company, for station cleanliness and yard appearance.
- Request apparatus repairs and company supplies through the approved channels.
- Conduct or be responsible for in-service training of personnel.
- Maintain order and discipline of personnel.
- Be responsible for the enforcement of department rules, regulations and procedures.
- Assist in the preparation of annual and semi-annual employee development evaluations.
- Refers personnel grievances to the Battalion Chief.
- Supervise community relations program assigned to the company.
- Prepare or be responsible for the preparation of fire pre-plans assigned to the company.
- Carry out orders and assignments of the immediate supervisor and/or Chief officers and shall perform related work as assigned.
- Shall communicate regularly with other station officers in order to coordinate station activities.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of firefighting and fire inspection.
- Rules and regulations of the Mill Valley Fire Department
- Operation and maintenance of apparatus and equipment.
- Principles of fire company management.
- Principles and practices of training fire personnel.
- Local geography, including the location of water mains and fire hydrants; and major fire hazards in the City.

Skill to:

- Safely and effectively operate a variety of firefighting equipment and apparatus in emergency conditions.
- Operate an office computer and a variety of word processing programs, software applications, and databases.
- Appropriately deal with members of the public in emergency and non-emergency situations and assist in the resolution of personnel matters.

Ability to:

- Lead firefighters effectively and maintain discipline.
- Maintain records and prepare reports.
- Analyze fire and driving situations and to adopt effective courses of action.
- Understand and interpret laws and regulations; follow oral and written instructions.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Fulfill all requirements of subordinate ranks of Engineer or Firefighter (including the Acting Captain requirements – see below).

Education:

- Twenty-one (21) units of Fire Science from an accredited college.
- Completed CSFM Company Officer requirements.

License or Certificate

- Possession of a valid State of California Class “C” driver’s license with restriction 50 (Firefighter Endorsement), or ability to obtain within 12 months of employment.
- Possession of a valid CPR/AED for the Healthcare Provider certification.
- Possession of a current emergency medical Technician certificate (or above).

Acting Fire Captain Requirements

- Three and one-half (3 ½) years’ experience and completion of probation.
- Completion of the Acting Captain Taskbook
- Completion of the following classes required by the CSFM:
 - Fire Inspections and Investigations (Company Officer 2C)
 - All-Risk Command Operations (Company Officer 2D)
 - Wildland Incident Operations (Company Officer 2E)
- Completion of “required training” for CICCS Engine Boss, Single Resource and Initiated CICCS Taskbook for the Engine Boss and Single Resource Position.
- Possession of a valid State of California Class “C” driver’s license with an “F” endorsement.
- Current minimum EMT-1 certificate.

PHYSICAL DEMANDS

Due to the varied and unpredictable nature of firefighting and public safety, incumbents may be required to perform the following and more:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, repetitive hand movements, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. The position also requires both near and far vision, peripheral vision, depth perception, and the ability to adjust focus. The position

entails working in hazardous situations/conditions and the potential risk of exposure to blood borne pathogens in the performance of duties.

OTHER

FLSA Status: Non-Exempt
Bargaining Unit: Mill Valley Professional Firefighters Association, IAFF Local 1775
Approved by: Jim McCann
Date: