

FIRE DEPARTMENT  
SANTA CLARA COUNTY

**FIRE CAPTAIN**

DEFINITION

Under the direction of the Battalion Chief or Deputy Chief, this classification is responsible for performing, directing, and supervising activities of the fire station on an assigned shift including fire suppression, emergency rescue, inspection, investigation, training, and support functions.

Qualified Fire Captains on an active promotional list may work out of classification in the capacity of a Battalion Chief.

Incumbents may be assigned to a 56-hour or 40-hour schedule at the discretion of the Fire Chief to perform specialized administrative duties in support of a Department Division, including Training, Operations, Support Services, or Fire Prevention.

This classification is in the classified service.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory class within the classification of firefighters. The Fire Captain is responsible for direct supervision of firefighters. This position may also be assigned specialized administrative staff duties at Department Headquarters. Incumbents in this class are distinguished from those in the next higher classification of Battalion Chief in that the latter functions as shift commander and performs administrative duties as determined by the Fire Chief in connection with Department functions and programs.

EXAMPLES OF DUTIES

Examples of duties may include, but are not limited to the following:

- Respond to reported emergencies such as fires, accidents, emergency medical incidents, and incidents involving hazardous materials.
- Direct a company of firefighters to the scene, assess, and report on conditions at the scene, develop an action plan, assume command of all firefighting, rescue and public service operations of the company unless relieved by a senior officer.
- Manage and perform emergency scene operation involving life-saving and property protection work; conduct size-up, resource request and assignment, confinement, extinguishment, salvage, and overhaul.
- Supervise, plan, evaluate, train, motivate, direct, and participate in the work assignments and activities of firefighters.
- Address personnel matters and apply progressive discipline as appropriate.

EXAMPLES OF DUTIES (continued)

- Conduct orientation, training, and practice drills in all phases of fire suppression and related activities to develop and maintain the capabilities, required standards, and readiness of firefighters; conduct training related to fire prevention, public education, accident prevention and department safety practices.
- Responsible for proper maintenance and care of all equipment, apparatus, fire station and grounds; direct and participate in periodic inspection of same to ensure that all assigned equipment, apparatus, facilities, and supplies are in a state of readiness; ensure completion of proper maintenance, documentation and repairs.
- Conduct fire prevention inspections of commercial properties pursuant to state and local regulations and ordinances; follow up on routine and recommended repairs and corrections; refer non-routine inspections or inspection results to Fire Prevention Division personnel.
- Perform administrative duties such as maintaining records, writing reports on the work activities such as fire and emergency reports, daily log book, equipment maintenance logs, and issue performance evaluations of probationary firefighters.
- Update and maintain current maps and charts; must be familiar with Department jurisdiction streets, intersections, fire hydrants, water mains, and sprinkler systems; take note of specialized and unusual conditions as required.
- Maintain a level of physical fitness to meet job requirements and perform the major job functions.
- Maintain current knowledge of new firefighting and fire prevention principles, techniques, and methods. Attend, as directed, training sessions and conferences concerning, but not limited to, fire suppression, personnel management, medical and hazardous materials.
- Establish and maintain effective public relations and communications with customers and the communities served.
- Perform related duties as assigned.

TYPICAL PHYSICAL AND MENTAL REQUIREMENTS

Requires standing, stooping, kneeling, sitting, crouching, and walking for extended periods of time. Requires agility, balance, and stamina in responding to emergency situations that includes climbing, crawling, and walking in steep, slippery, and confined spaces, or similar adverse environments. Requires the ability to lift, carry, push, pull, grasp, and lift different sized objects, equipment and apparatus weighing up to 100 pounds during both routine and emergency situations. Requires the ability to lift, carry, push, pull, grasp, and lift trapped, injured, or deceased persons. Requires the ability to operate fire suppression equipment such as ladders, axes, chain saws, hoses,

TYPICAL PHYSICAL AND MENTAL REQUIREMENTS (continued)

and general maintenance equipment. Requires the ability to drive and operate emergency response vehicles. Requires the ability to effectively and efficiently evaluate emergency situations and determine the appropriate response; implement the appropriate incident action plan; to remain calm and decisive in chaotic and confusing situations. Requires the ability to visually inspect fire equipment and apparatus; to function in atmospheres where vision is impaired; to differentiate between colors to assist in determining proper course of action to mitigate emergencies. Requires normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education, training, or work experience, which would provide the required knowledge and abilities as stated in the following:

Four (4) years of broad and increasingly responsible experience at Santa Clara County Fire Department in fire suppression and fire prevention work, at least sixty (60) college units towards a degree in Fire Science, Public Administration or a related field and Certified Fire Officer Level I (CSFM) or all six of the new Company Officer classes (2A, 2B, 2C, 2D, 2E and Instructor 1).

**Or**

Six (6) years of broad and increasingly responsible experience, with a minimum four (4) years at Santa Clara County Fire Department, in fire suppression and fire prevention work, equivalent to completion of the 12<sup>th</sup> grade and either completion of sixty (60) college units towards a degree in Fire Science, Public Administration or a related field or Certified Fire Officer Level I (CSFM) or all six of the new Company Officer classes (2A, 2B, 2C, 2D, 2E and Instructor 1).

**Or**

Eight (8) years of broad and increasingly responsible experience, with a minimum four (4) years at Santa Clara County Fire Department, in fire suppression and fire prevention work, equivalent to completion of the 12<sup>th</sup> grade and either completion of thirty (30) college units toward a degree in Fire Science, Public Administration or related field or Certified Fire Officer Level I (CSFM) or all six of the new Company Officer classes (2A, 2B, 2C, 2D, 2E and Instructor 1).

Highly Desirable: Completion of the Certified Fire Officer Level I (CSFM)

Knowledge Of:

- Principles, practices, and procedures of modern fire suppression and fire prevention including hazardous materials, building construction features, and electrical hazards.
- Operation and maintenance of modern firefighting equipment and apparatus.
- Emergency medical techniques.
- Fire codes, methods of residential and commercial construction, and techniques relative to the determination of origin and cause of hostile and non-hostile fires.
- Department rules, regulations, policies, and procedures; local automatic aid agreements, local, state and federal mutual aid plans.
- Applicable local, state, and federal laws and regulations.
- Standard office equipment, including computers, and the necessary business software, RMS, and personnel staffing applications, telephones, calculators, copiers, and FAX.
- Local geography, including the location of water mains, hydrants, and major target hazards, fuel models, and traffic hazards of the Department.
- Principles and techniques of supervision, leadership, and training.
- Report writing and form procedures.

Ability To:

- Effectively communicate, lead, supervise, plan, evaluate, coordinate, train, and direct the activities of firefighters or other assigned personnel.
- Respond to emergency situations in a calm manner; make appropriate situational assessments and sound decisions.
- Effectively deal with personal danger that may include exposure to fire encompassed surroundings, dangerous persons, dangerous animals, hazardous materials, hazards of emergency driving, hazards associated with traffic control, working in and near traffic, and natural or man-made disasters.
- Implement Department policies and procedures.
- Conduct inspections and investigations, including evidence, preservation, gathering and presentation. Prepare and maintain accurate, concise, clear, complete, and timely records.
- Understand and carry out verbal and written directions.
- Maintain effective verbal and written communications.

Ability To: (continued)

- Establish and maintain effective working relationships with Department staff and the general public.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include performing life threatening fire fighting activities in an emergency situation; running, walking, crouching or crawling during emergency operations; moving equipment and injured /deceased persons; climbing stairs/ladders; performing life-saving and rescue procedures; walking, standing or sitting for extended periods of time; operating assigned equipment and vehicles.
- Effectively plan, direct, coordinate, and complete assigned projects, activities, and specialized administrative duties.

Required License: Possession of a valid State of California Driver's License.

Certification: Maintain a valid EMT certification.