

## CITY OF BRISBANE

### FIRE CAPTAIN

#### **Definition**

Under general supervision of the Fire Chief, plans, schedules, deploys, supervises and reviews the work of Firefighters and Firefighter/Paramedics on an assigned shift; takes command of fires and other emergency incidents within the City unless relieved by a senior officer; performs the full range of emergency response duties as a member of a response team; supervises and participates in all non-emergency inspection, training, maintenance and related activities; plans and administers specified departmental projects; performs related work as required.

#### **Class Characteristics**

This is the full supervisory level in the sworn fire series, responsible for all activities on an assigned shift and for assisting with overall department management and multi-agency activities as assigned. Responsibilities include both shift command and the performance of a variety of emergency response, non-emergency maintenance and administrative duties. Incumbents also serve as the Fire Chief on a relief or as assigned basis. Successful performance of the work requires a team-oriented individual who takes pride in serving the community, is flexible and a problem-solver, and is highly motivated and able to motivate others. This class is distinguished from Fire Chief in that the latter has overall management responsibility for the Fire Department.

#### **Examples of Duties** (Illustrative Only)

- Plans, schedules, organizes, assigns, reviews and evaluates the work the of sworn staff on an assigned shift.
- Provides input into selection, disciplinary and other personnel matters; may counsel employees as required.
- Trains staff in work procedures; reviews and approves reports prepared by sworn staff.
- Oversees, reviews and evaluates a variety of departmental programs and activities; may represent the department and the City in contacts with other fire and medical response agencies.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Assists in the preparation and administration of the departmental budget.
- Performs the full range of Firefighter and Firefighter/Paramedic (depending upon certification) duties, including:
  - Responding to fire, medical, hazardous and related emergency situations;
  - Participating in the fire inspections of buildings and properties within the City on a regularly-scheduled basis;
  - Maintaining apparatus and vehicles in a clean and operable condition; performing minor maintenance and repair on equipment; reporting the need for major repair;
  - Maintaining the station and living quarters in a clean and orderly condition; performing minor maintenance on facilities and station equipment.
  - Participating in drills and training sessions.

- Developing and maintaining effective working relationships with the community; presenting a variety of educational and public services programs to children, youth and community groups.
- Performs and coordinates specific program or project areas, such as:
  - Safety Director for the City;
  - Disaster Preparedness Coordinator for the City; and
  - Fire communications coordinator.
- Assists in the investigation of the cause and origin of fires and hazardous materials incidents.
- Provides mutual aide to other fire service and medical emergency agencies as dispatched and in accordance with departmental policy.
- When in the field, surveys the City for maintenance or safety problems and reports this need to City staff.

### **Qualifications**

#### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Principles, practices, techniques and equipment used in fire, medical and hazardous materials emergency response situations.
- Principles of incident command.
- Principles and practices of fire investigation and prevention.
- Applicable laws, codes, ordinances and court decisions.
- Safety practices and equipment related to the work.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Basic budgetary and program evaluation practices.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

#### **Skill in:**

- Planning, scheduling, assigning, supervising, reviewing and evaluating the work of sworn and non-sworn staff on an assigned shift.
- Training staff in work procedures.
- Overseeing and evaluating programs and projects.
- Performing fire suppression and associated rescue and salvage work in a safe and effective manner.
- Applying the mechanics of fire fighting and emergency medical care at an EMT level.
- Operating vehicles and apparatus safely and in conformance with department procedures and traffic laws.
- Dealing with hazardous materials incidents in conformance with department procedures.
- Making sound, independent decisions in emergency situations.
- Learning the geographic layout of the City and the surrounding areas and the location of various fire suppression utilities.

- Maintaining accurate records and preparing clear and accurate reports and other written materials.
- Interpreting, applying and explaining complex codes, regulations and ordinances.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to graduation from high school and four years of paid experience as a Firefighter, Firefighter/Paramedic or Fire Engineer. Completion of two years of college or possession of an Associate of Arts degree in Fire Science or a field related to the work is desirable as is possession of certificates as outlined below.

**License:**

Must possess a valid California Commercial Class B Driver's License or a Class C Driver's License with Firefighter Endorsement, and have a satisfactory driving record. Possession of Fire Office I, Chief Officer and/or Fire Instructor I, II and III certificates are desirable.

**Working Conditions:**

Must be willing to work 24-hour shifts as scheduled by the department and work with exposure to emergency circumstances, including exposure to hazardous materials and all weather conditions. Must be willing to pass a background investigation, including fingerprinting.

**Physical Demands:**

Must possess mobility and physical strength and stamina to respond to emergency situations and use all emergency apparatus and lift and move individuals or objects weighing more than 100 pounds; ability to work in a standard office setting and to operate a motor vehicles; vision to discern colors and assess emergency situations, including medical incidents, and to read printed materials and a computer screen; and hearing and speech to communicate in person and before groups in person and over the telephone and radio.

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