

# CITY OF REDWOOD CITY FIRE CAPTAIN

## **DEFINITION**

Under the direction of the Battalion Chief, the Fire Captain supervises all activities of their assigned fire company, and is responsible for morale and discipline of his/her shift. When assigned, Fire Captains may act in the capacity of the Battalion Chief.

## **PURPOSE**

To supervise and participate in a fire company's fire suppression and rescue activities, and to perform duties related to fire prevention and training.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Responds to reported emergencies (fires, accidents, emergency medical incidents and hazardous conditions) by directing a company of Fire Fighters to the scene, assessing and reporting conditions at the scene, assuming command of all firefighting and rescue operations of the company unless relieved by a higher ranking officer.

Manages emergency scene operation, including size-up, resource request and assignment, confinement, extinguishment, overhaul and salvage. Participates in fire control activities and performs emergency medical services as an EMT I.

Implements and manages a company-level fire inspection program.

Conducts fire prevention inspections to eliminate fire hazards through enforcement of fire codes and providing fire safety education.

Schedules yearly and monthly activities to meet company objectives.

Participates in review and establishment of specific objectives of the Suppression Division.

Assigns and supervises the work of maintaining fire apparatus, a fire station and all related grounds, facilities, equipment, and supplies during a work shift to ensure that all apparatus, equipment, facilities and supplies are in a readily available, clean, safe and useful condition.

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Conducts orientation, training, and practice drills in all phases of firefighting and related rescue work to develop and maintain the capabilities and readiness of subordinate firefighting personnel. Also conducts training related to fire prevention, physical fitness and accident prevention.

Maintains records and makes reports on the work activity and equipment usage in a fire station during the shift.

Conducts prefire plans and postfire critiques.

Organizes, directs, budgets for, controls and purchases for specific staff functions and subprograms such as nozzle maintenance, supplies, training equipment, breathing apparatus and various equipment maintenance programs.

Participates in Fire Department physical fitness program and directs Fire Fighters in physical fitness program.

Serves as training officer for one shift and performs such tasks as planning and conducting recruit training, and fire apparatus operator certification.

Plans, organizes, directs, budgets for, controls and purchases for special staff assignments such as hose testing, hydrant servicing and painting, fire alarm maintenance, etc.

Sets examples for subordinates by dress, appearance and attitude.

Performs staff and administrative functions as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices, and procedures of modern firefighting and the protection of lives and property.

Rules and regulations of the Fire Department.

Operation and maintenance of the apparatus and equipment used in modern firefighting activities.

Local geography, including the location of mains and hydrants and the major fire hazards of the City.

First aid, rescue, and resuscitation equipment and practices.

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Principles of supervision.

**Ability to:**

Operate apparatus and equipment used in modern firefighting activities.

Lead Fire Fighters effectively and maintain discipline.

Administer first aid and operate a variety of rescue equipment.

Prepare complete and concise reports.

Establish and maintain cooperative relationships with those contacted in the course of work.

**Experience and Education:**

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

**Experience:**

Four (4) years of experience as a Fire Fighter and current employment as a Fire Fighter with a municipal fire department.

**Education:**

Equivalent to completion of the twelfth (12<sup>th</sup>) grade. Completion of 30 units in Fire Science, Public Administration or a related field, from an accredited college.

**License or Certificates:**

Possession of a valid California Driver's License, EMT-I Certification, and Fire Officer Certification.

**Effective Date:** July, 1985

**Bargaining Group:** International Association of Fire Fighters – Local 2400