CITY OF LOS BANOS
Job Description

POSITION TITLE	FIRE CAPTAIN
DEPARTMENT	FIRE
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	SUPERVISORY

DEFINITION

To plan, organize, direct and supervise fire suppression, rescue, vehicle extrications, medical aid, hazardous material containment, and other activities related to the protection of life and property within the Fire Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Assistant Fire Chief or Fire Chief. Exercises direct supervision over assigned fire personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for preventing and protecting property from fire, providing emergency response, reviewing construction plans for conformance with fire codes, and performing public education; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in fire prevention, protection and emergency response duties.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditure.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Direct firefighting and rescue operations until relieved by superior officer.
- Provide basic life support and first aid techniques; provide rescue operations to injured and trapped persons.
- Assist with the maintenance of fire apparatus, equipment, and facilities.
- Attend special events to provide public education regarding fire prevention and protection of life and property.
- Identify training needs; develop and implement training to meet such needs.

- Perform building plan reviews to ensure conformance with fire codes and fire prevention requirements; respond to questions and provide direction to developers, architects, engineers and contractors; make field inspections as required.
- Receive complaints on violations of City municipal codes and ordinances; review case files, zoning codes, ordinances, and related documents; conduct interviews and field investigations; issue warning notices and citations and process abatement orders.
- Assist with a variety of special projects, including but not limited to, monthly training, grant development and administration and the development and maintenance of standard operating procedures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Principles, practices, methods and techniques of modern fire and life safety and fire suppression activities.
- Operation, maintenance and uses of firefighting apparatus and equipment.
- Advanced first aid and CPR.
- Principles and practices of supervision, training and performance evaluations.
- Local geography, including the location of water mains and hydrants.
- Building codes and regulations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

- Organize, implement and direct fire suppression and prevention, medical aid, and public education operations/activities.
- On a continuous basis, know and understand all aspects of the job and observe safety rules; intermittently analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; explain work to other employees.
- Intermittently, sit while driving equipment; stand, walk, bend, twist, kneel, squat and climb ladders or up on equipment; perform simple power grasping, pushing, pulling and fine manipulation; frequently lift or carry weight of 100 pounds or less.
- Interpret and explain pertinent City and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Operate apparatus and equipment used in modern firefighting activities.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, develop and evaluate assigned staff.

MINIMUM QUALIFICATIONS:

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Five (5) years experience in public fire suppression as a career firefighter; two (2) years experience as a career fire engineer.
- Possession of a valid California Class C driver license with Firefighter Endorsement or Commercial Class A or B with Endorsement.
- Possession of a Firefighter II Certificate by date of application.
- Possession of an EMT-1 Certificate by date of application.
- Possession of a California State Fire Marshal Company Officer or Fire Officer certification

OR

Associate's Degree in Fire Science/Technology or related field;

OR

Bachelor's Degree in Fire Science/Technology, Business Administration or related field;

OR

Completion of all Fire Officer / Company Officer Certification courses from the Office of the California State Fire Marshal, as identified on the California Fire Service Training and Education System chart;

OR

A combination of courses in Fire Science/Technology (excluding E.M.T. courses), or Fire Officer Certification courses (each approved Fire Officer Course. shall equal 2 units) that totals 30 units from an accredited college.

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