

City of South San Francisco  
Human Resources Department

**Fire Captain**  
Class Description

**Definition**

Under general direction, supervises fire suppression, prevention, training, emergency medical service activities on an assigned shift; and does related work as required.

**Distinguishing Characteristics**

This is the first-line supervisory classification in the fire service with full supervisory for subordinate staff assigned to fire apparatus, including a quint, engine company, and ambulance, and who also serve as station commanders.

**Typical and Important Duties**

1. Supervises and evaluates subordinate personnel.
2. Responds to fire alarms, emergency medical calls, emergency rescues, public service calls, or other alarms, which necessitate the mitigating of a situation which threatens life or property; orders placement of equipment in proper position for effective operation.
3. Assumes command and directs fire suppression and controls operations using proper fire ground tactics unless relieved by a superior.
4. Supervises and assists in laying hose lines, directing streams of water, placing ladders, ventilating buildings, operating extinguishers, and salvage and overhaul operations.
5. Supervises and participates in rescue and Basic Life Support operations.
6. Takes charge of fire station and supervises and participates in the maintenance of quarters and equipment.
7. Enforces all City and department rules and regulations, procedures, and policies, and maintains discipline.
8. Performs fire service inspections; conducts inspections and signs-off building permits in accordance with the Building, Electrical, and Mechanical Code for residential water heaters, furnaces, and roofs.
9. During non-emergencies, identifies potential code enforcement violations observed by engine company; attempts to make initial contact with property or business owner, and refers to code enforcement office for follow-up.
10. Conducts training and company drills.
11. Prepares station budget; evaluates fire department equipment and maintenance needs.
12. Maintains records; initiates reports as directed.
13. Develops and conducts public education programs; meets the public and deals with various officials and citizens; maintains positive public relations as a department representative.
14. Serves as acting battalion chief, as assigned.
15. May be required to respond to alarms during non-duty hours when on-duty staff needs to be augmented.

16. May be assigned on a rotating basis to serve as shift training officer; conduct needs assessments; develop, deliver, and evaluate training programs for all employees on an assigned shift.
17. Performs related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### Knowledge of:

- Principles, practices, and procedures of modern fire suppression and prevention, and of the protection of lives and property.
- Rules and regulations of the City and the department.
- Operation and maintenance of apparatus and equipment used by the department.
- Basic Life Support, rescue, and related equipment and practices.
- Principles of supervision and employee development.
- Principles, practices, and techniques of training, including adult learning concepts.
- Modern and accepted methods of training, both classroom and in-service.
- Current management and supervision techniques.
- Local streets, location of hydrants, mains, and major traffic and fire hazards.

#### Ability to:

- Supervise effectively and maintain discipline.
- Prepare complete and concise reports.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Perform assignments and maintain equipment in a safe manner; understand and enforce safety policies, rules, and regulations; coach others and enforce adherence to safety policies and procedures; actively participates in City safety programs.
- Maintain confidentiality regarding sensitive information.

#### Skill in:

- Operating apparatus and equipment used in modern firefighting activities.
- Operating a variety of rescue equipment.
- Administering Basic Life Support.
- Using a personal computer and associated applications.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Experience:**

Four years of experience as a firefighter or paramedic/firefighter in the City of South San Francisco.

**Training:**

Equivalent to graduation from high school and supplemented by college level course work in fire science. Preferred supplemental course work that would lead to the Fire Officer certification in accordance with the guidelines and requirements of the California Fire Academy System.

### **Licenses and Certificates**

All items below must be maintained as a condition of employment, unless otherwise stated.

- Possession of an appropriate, valid California driver's license to drive fire apparatus. Must have medical clearance to maintain driver's license. Driving record will be checked periodically.
- Possession of a valid Cardio-Pulmonary Resuscitation (CPR) card issued by the American Red Cross or the American Heart Association.
- Possession of a valid Standard or Advanced First Aid card issued by the American Red Cross or an EMT-I or EMTI-FS certificate.
- Possession of an Emergency Medical Technician I (EMT-I) or Emergency Medical Technician I Fire Service (EMTI-FS) certificate within one year after appointment.
- May be required to obtain a CPR Instructor's Certificate.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

**Physical Skills:**

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; lift and carry 100 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone and to make public presentations.

**Work Environment:**

Mobility to work in a typical office setting or field environment with exposure to cold, heat, noise, outdoors, vibration, confining spaces, dust, chemicals, explosive materials, mechanical hazards, and electrical hazards.

**Ability to:**

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work on-call, stand-by, and shifts; work protracted and irregular hours.

**Additional Information:**

- Approved: April 1994
- Revised Date: December 1998, June 2003
- Former Titles:
- Abolished:
- Bargaining Unit: IAFF
- DOT: Yes
- Status: Classified/Non-exempt
- Job Code: The 56 hour position is B100; 40 hour position is B101