



FIRE CAPTAIN

DEFINITION

To perform supervisory and technical work in emergency medical response, fire suppression, emergency rescue, fire inspection, fire investigation and fire personnel training activities; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Battalion Chief. Technical or functional direction may be provided by other Fire Department personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Plan and execute work assignments of fire personnel in an assigned company.
2. Responds to fire alarms as a company officer, and as such is responsible for the supervision, performance and safety of assigned firefighting personnel on the scene of an emergency incident.
3. Direct firefighting and rescue operations until relieved by a superior officer.
4. Operate radio-telephone equipment.
5. Supervise and participate in salvage and overhaul operations.
6. Supervise and assist in providing emergency medical response.
7. Direct the cleaning of quarters, equipment and apparatus at a fire station.
8. Inspect personnel and maintain discipline.
9. Obtain and otherwise preserve evidence at a fire scene.
10. Instruct and drill fire department personnel in firefighting methods, techniques and related subjects.

11. Identify the fire training needs of company personnel, including such areas as the driving and operation of equipment and see that necessary training is provided.
12. Conduct company inspections.
13. Prepare reports, maintain records and perform other duties as directed.
14. Supervise, train and evaluate subordinates.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

Rules, regulations and operational procedures of SMC Fire.

Advanced first aid, CPR and EMT.

Principles of supervision, training and performance evaluation.

Local geography, including the location of water mains and hydrants and the major fire hazards within the service area.

Ability to:

Work in a participatory management environment.

Communicate clearly and concisely, orally and in writing.

Conduct preliminary fact-finding inspections and investigations, including evidence gathering and presentation.

Operate apparatus and equipment used in modern firefighting activities.

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

Understanding and familiarity with Firefighter Bill of Rights (FBOR)

Supervise, train and evaluate assigned staff.

EXPERIENCE AND TRAINING GUIDELINES:

The minimum qualifications are as follows:

Experience & Training:

- a. Minimum of 6 years of tenure (a combination of service with San Mateo, Foster City, Belmont and or the JPA) in the Firefighter classification;
- b. Meet the qualifications to work as an Acting Captain

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, run, kneel, crouch, squat, stoop, reach, crawl, twist, climb, drive, and lift 150 pounds; exposure to cold, heat extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals and dust, toxic waste, mechanical hazards, explosive materials; availability for shift work, on call and stand-by call.

Adopted Fire Board: 10/8/19
Bargaining Unit: IAFF, Local 2400
FLSA: Non-Exempt
Pre-Appt. Medical: Yes
Safety Sensitive: Yes
Form 700: No
Job Code: 3120/3121