

JOB DESCRIPTION



FIRE CAPTAIN

For Additional Information about the City of Ukiah Fire Department, please visit our website at www.cityofukiah.com _ City Hall _ Fire Dept.

DEFINITION

Under direction of a Battalion Chief or the Fire Chief, performs management, supervisory, and technical work in fire fighting, EMS, rescue, fire prevention, and fire training activities; performs duties to protect life, property and the environment by firefighting, rescue activities, emergency medical care, transportation; and to perform disaster preparedness and response to hazardous materials releases, related mitigation and other duties as assigned.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E) Essential Duty; (M) Major Portion of Time**

- Plan and execute work assignments of multiple fire station personnel on an assigned shift. (E)
- Perform special duty assignments as required. (E)
- Respond to and participates in fire alarms as Company officer, and as such is responsible for the supervision, performance, and safety of assigned fire fighting personnel. (E)
- Supervise and participate in rescue calls, administration of EMS care, and hospital transportation. (E)
- Direct fire fighting and rescue operations until relieved by a superior officer. (E)(M)
- Operate radio, telephone and computer equipment. (M)
- Inputs data and information into the Department's Information Management Systems.
- Supervise and participate in salvage and overhaul operations. (M)
- Supervise and participate in rendering EMS at an emergency incident. (E)
- Supervise and assist at hazardous materials incidents. (E)
- Direct and participate in the cleaning of quarters, equipment, and minor maintenance of apparatus at the fire station. (E)
- Inspect personnel and maintain discipline. (E)
- Instruct and drill fire department personnel in fire fighting methods, techniques, and related subjects. (M)
- Participates in the inspection of buildings and installations for fire hazards and fire safety systems as required by state laws and City ordinances. (E)
- Assist in planning and conducting the City-wide fire prevention program. (M)
- Prepare reports and maintain records. (E)(M)
- Assist with purchases in support of department operations in compliance with City purchasing policy.
- May be required to respond to emergency calls during non-duty hours.
- Required to investigate and determine fire cause and origin, and assist regular fire investigator. (E)
- Evaluate the performance of subordinates. (M)
- As assigned, serve as the Department Officer for communications, equipment and maintenance, hose and water, and other specialty assignments.
- May be called upon to serve as Acting Battalion Chief.
- Work flexible hours or 24-hour shift work as assigned, including weekends and holidays. (E)
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures of modern fire fighting, including but not limited to: structural, commercial, wildland and aircraft crash rescue.
- Rules and regulations of the Fire Department.
- Operation and maintenance of all types of apparatus and equipment used in modern fire fighting

activities.

- Practices of emergency medical care and Advanced Life Support protocols for Mendocino County.
- Practices of hazardous materials incident management.
- Principles of supervision, training and performance evaluation.
- Local geography including the location of mains, hydrants, appliances, streets, and the target hazards in the City.
- The Department's Continuous Quality Improvement Program.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Conduct thorough fact finding inspection and investigation.
- Operate apparatus and equipment used in modern fire fighting activities, including multi-channel scanning portable, and mobile and base radios.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Supervise, train and evaluate assigned staff.
- Work flexible hours, which may include 24-hour shift work or administrative assignment to a 40 hour schedule, and overtime as required or assigned.
- Conduct the operation of technical equipment and direction of personnel in the performance of hazardous tasks under emergency conditions.
- Perform strenuous exertion under conditions such as smoke, cramped surroundings, extreme temperature, and high places.
- Make informed decisions in extremely stressful situations.
- Wear protective gear which weighs between 50 and 60 pounds.
- Stand for extended periods of time.
- Climb ladders, fences, or walls which require lifting arms above shoulder level and working at heights greater than 10 feet.
- Walk over rough, uneven, slippery, or rocky surfaces, and possibly walk for extended periods of time.
- Lift in excess of 100 pounds.
- Pull 150 pounds of dead weight for a distance of 50 feet.
- Withstand up to 60 pounds of nozzle pressure for periods up to an hour while participating in fire suppression activities.
- Work in extreme weather conditions.
- Demonstrate basic computer literacy and word processing skills.
- Communicate clearly and concisely, orally, and in writing.
- Maintain accurate records; prepare clear and concise reports, and other written materials using a computer.
- Deal effectively and courteously with the general public.

Experience:

Five (5) years of fire fighting experience, including a minimum of two (2) years as a Fire Engineer in a fire agency or qualified as Acting Engineer by Ukiah Fire Department. Experience must be met prior to appointment.

Education:

High School diploma or equivalent.

Necessary Special Requirements:

- Possession of an appropriate California Firefighter Class B driver's license, or unrestricted class as minimum.
- Possession of a current E.M.T. I Certificate; Paramedic licensure desirable.
- Possession of State Board of Fire Services Fire Officer Certification highly desirable.
- A person employed in this classification who was hired after June 1, 1985, as a condition of employment, must be a non-user of tobacco products in any form, and shall refrain from smoking tobacco or any other substances.
- Hazardous Materials First Responder Operational Certification.
- ICS 300

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