

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Fire Captain

Pay Class: 22 Fire

FLSA Non-Exempt

DEFINITION

Operations: Under direction of the Fire Chief, performs a variety of advanced and first-line supervisory fire fighting duties to protect the life and property of city and county residents. Responsible for the activities of the Fire Station and personnel on an assigned shift; engages in fire fighting and fire prevention activities; drives, operates and maintains fire apparatus; supervises ambulance operations during emergency calls; and performs other tasks as required.

Administrative: Assigned to 40-hour work week. Under direction of the Fire Chief, administer the day-to-day operations of the EMS Division as well as oversee fire department training. Supervise Non-Safety employees and assist in the management and administration of daily field operations of the EMS Division; Manage and coordinate fire department training; Trains, motivates, and evaluates assigned personnel; identifies the fire training needs of department and company personnel; provides or coordinates staff training and drills in firefighting methods, techniques, and related subjects; works with employees to correct deficiencies; and performs other tasks as required.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: *Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.*

Operations

- Responds to fire and other emergency alarms by driving fire and ambulance equipment to required locations; operates pumping equipment by laying hose and establishing and maintaining proper engine and nozzle pressures.
- Implements action plans during emergency operations; given assigned emergency response resources, type of incident, a preliminary plan and an incident command system ensures resources are deployed to control emergencies.
- Operates effectively at all levels in the Incident Command System (ICS) used by the Coalinga Fire Department (CFD).
- Assigns tasks or responsibilities to unit members under non-emergency conditions; ensures instructions are thorough, clear and concise, that safety considerations are addressed, and the desired outcomes are conveyed.
- Directs unit members during training evolutions; based on the department's training

evolution and policies and procedures ensures training is performed safely, efficiently, and as directed.

- Conducts “Life Safety and Fire Code” inspections to identify hazards and address violations in accordance with the City of Coalinga Municipal Code; performs fire investigations to determine preliminary cause, secures the incident scene and preserves evidence according to department standards and policies.
- Performs as a shift supervisor; oversees shift activities and work schedules; assures quality of work performed; reviews and evaluates performance and makes recommendations affecting employment status such as advancement, retention, and discipline.
- Responds to public inquiries; ensures inquiries are answered accurately, courteously and in accordance with applicable City and department policies and procedures
- Coordinates the development and delivery of special community service and educational programs; based on the target audience and topic ensures the intended message is conveyed clearly.
- Assists in the maintenance of station equipment and apparatus, facility structure and grounds, fire hydrants, alarms systems, and office and medical equipment.
- Executes routine unit-level administrative functions; ensures reports and logs are complete and files are maintained in accordance with department policies and procedures.
- May be required to respond to fire or ambulance calls during non-duty hours.
- Performs other duties as assigned.

Administrative:

EMS :

- Assist in the management and administration of daily field operations of the EMS Division.
- Assist in establishing, implementing, and monitoring of EMS goals, objectives, policies, and procedures.
- Manages and coordinates training opportunities and assures personnel receive the appropriate EMS training as required by their job descriptions and departmental needs as well as coordinating the evaluation of providers to assure core competencies.
- Assists the PLO in the management of policies and procedures to ensure compliance with licensing and certification requirements for all CFD employees. (CPR, ACLS, PALS, BTLs, EMT, Paramedic).
- Assists the PLO in the administration of the quality assurance program through program development, critiques, debriefings, and audits.
- Acts as liaison with other ambulance providers and the EMS agency for clinical and operational issues.

Training:

- Assist with supervising, coordinating, and maintaining fire department training programs to include, but not limited to development and maintenance of training criteria designed to satisfy national and/or state standards, fire suppression skills, EMS training, officer training and Incident Management programs.
- Coordinates with the shift captains and Division Chief to plan, direct, and implement training and drill activities of department members.
- Assist with developing and maintaining skills evaluation programs.
- Assist with maintaining accurate records of all training provided and received by fire department personnel.
- Develop and revise as necessary, fire department policies and standard operating procedures with the functions and operations of the training division.
- Acts as liaison with other fire departments and their training cadre.

DESIRABLE QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Equivalent to completion of the twelfth grade.

Experience: Equivalent to two (2) years experience in a position comparable to the Coalinga Fire Department's Fire Engineer or four (4) years as a firefighter with a minimum of nine (9) units of Fire Science courses and service as an ambulance attendant.

Licenses: Valid California Drivers License, Class B; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Certifications: Emergency Medical Technician (EMT 1-A) or Paramedic Certification; Firefighter I Certification; and effective:

July 1, 2008:

- Intermediate Incident Command System (I-300); and any four (4) of the following Fire Certification courses:
 - Fire Command 1A, 1B, or 1C
 - Fire Instructor 1A or 1B
 - Fire Investigation 1A
 - Fire Management 1A
 - Prevention 1A or 1B

January 1, 2010:

- Fire Officer Certification

January 1, 2011:

- Associate of Arts (AA) in Liberal Arts, Business Administration, Fire Science or Fire Technology

Other: Must be a U.S. citizen or legal resident alien; and pass a thorough background investigation, psychological evaluation, a physical examination with drug test and twelve month probation.

NOTE: *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KAS's necessary to perform essential tasks of the position.*

Knowledge of: The organizational structure of the department; geographical configurations and characteristics of response districts; department operating procedures for administration, emergency operations, incident management systems and safety; department budget process; information management and recordkeeping; fire prevention and building safety codes and ordinances applicable to the City of Coalinga; current trends, technologies and socioeconomic and political factors that impact the fire service; cultural diversity; methods used by supervisors to obtain cooperation and teamwork within a group of subordinates; the rights of management and members; agreements in force between the City and members; generally acceptable ethical practices, including a professional code of ethics; and policies and procedures regarding the operation of the department as they involve supervisors and members.

Skill and Ability to: Follow detailed verbal and written instructions with a minimum of supervision; effectively communicate in writing using technology provided by the department; write reports, letters and memos using word processing and spreadsheet programs; operate an information management system; effectively operate at all levels in the Incident Command system (ICS); work in dangerous emergency situations; skillfully drive and operate fire fighting and ambulance equipment under varying conditions; compute engine and nozzle pressures; read and understand information relating to fire fighting methods and equipment and apply such information to specific situations and local requirements; perform strenuous physical labor; assimilate modern fire prevention and fire fighting skills; perform under extreme weather conditions; work on call and on shift work; plan, direct and evaluate the work of subordinates; express ideas clearly both orally and in writing in the English language; maintain strict confidentiality; and establish and maintain effective working relationships with supervisors, peers, subordinates and the general public.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to*

perform the essential functions of this job, on a case-by-case basis.

Perform work within the fire station environment and outdoors in a life threatening, hostile environment during emergency operations; lift and carry heavy equipment, such as a standard 24-foot fire service aluminum ladder weighing 60 pounds and half (1/2) of a 35 foot fire service aluminum ladder weighing 135 pounds. Must be able to lift and carry people, such as half (1/2) of the weight of a gurney weighing 81 pounds plus the average weight of a male adult weighing 196 pounds plus the O2 unit (bag) weighing 25 pounds for a total weight of 151 pounds. Endure periods of extreme heat and physical exertion; and enter burning areas and other hazardous situations. Ability to stand, sit, walk, talk and hear; climb, balance, stoop, kneel, crouch, crawl and smell; use hands and fingers to handle and operate objects, tools, controls, etc; reach with hands and arms; and perform frequent, repetitive motions with hands, wrists and arms. Mental application uses memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment and be flexible and sensitive in response to changing situations and needs.

Approved by: _____
Marissa Trejo, City Manager Date