

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Fire Captain	Job Family: VIII
General Classification: Front-Line	Job Grade:

Definition: To supervise and participate in a Fire Company, fire suppression and rescue activities, and to perform training and fire prevention-related tasks.

Distinguishing Characteristics: Under the direction of the Battalion Chief, the Fire Captain supervises all activities of their assigned Fire Company. Qualified Fire Captains may act in the capacity of the Battalion Chief as required.

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

1. Responds to reported emergencies (fires, accidents, emergency medical incidents, and hazardous materials incidents) by directing a Company of Firefighters to the scene, assessing and reporting conditions at the scene, assuming command of all firefighting and rescue operations of the Company unless relieved by a senior officer.
2. Manages emergency scene operation, including size-up, resource request and assignment, confinement, extinguishment, overhaul and salvage. Participates in fire control activities and performs emergency medical services.
3. Trains, motivates and evaluates personnel.
4. Plans, organizes, directs and controls a Company-level fire prevention program.
5. Conducts fire prevention inspections to eliminate fire hazards through enforcement of fire codes and providing fire safety education.
6. Schedules monthly activities to meet Company objectives such as training exercises, fire prevention inspections, prefire planning, etc.
7. Participates in the review and establishment of specific objectives of the Suppression Division.
8. Assigns and supervises the maintenance of fire apparatus, a fire station and all related grounds, facilities, equipment and supplies during a work shift to ensure that all apparatus, equipment, facilities and supplies are in a readily available, safe and useful condition.

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9. Conducts orientation, training and practice drills in all phases of firefighting and related rescue work to develop and maintain the capabilities and readiness of subordinate firefighting personnel. Also conducts training related to fire prevention, physical fitness and accident prevention.
10. Maintains records and makes reports on the work activity and equipment usage in a fire station during the shift.
11. Conducts prefire plans and postfire critiques.
12. Organizes, directs, budgets for and controls specific staff functions and subprograms such as nozzle maintenance, supplies, training equipment and smoke masks.
13. Maintains a level of physical fitness which meets job requirements.
14. May serve as training coordinator for their respective shift and perform such tasks as planning and conducting recruit training and fire apparatus operator certification.
15. Plans, organizes, directs and controls special staff assignments such as hose testing and breathing apparatus maintenance.

Minimum Qualifications:

Knowledge of: Modern principles and practices of fire prevention and suppression; functions, characteristics, and proper use and maintenance of firefighting equipment and supplies; departmental rules and regulations; current laws and regulations pertaining to fire prevention and safety; City geography; fire hazards and firefighting resources; first aid and rescue methods; principles and practices of supervision; fire prevention and suppression operations and activities of a Company on an assigned shift; current conditioning of personnel, equipment and other resources of the Company.

Ability to: Direct and coordinate the activities of a Company of Firefighters at fire or rescue scenes; train, motivate and evaluate personnel; interpret current laws, rules and regulations pertaining to fire prevention and safety; train personnel in all phases of fire protection (i.e., fire suppression, emergency medical services, fire prevention activities); communicate effectively with the general public, other Fire Company and other personnel in the Fire Department; identify needs for personnel, equipment and supplies required by the Company; maintain records and make reports on all activities of the Company during a shift; develop and maintain

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the capabilities and readiness of personnel; manage special programs; manage a fire prevention/code enforcement program within a portion of the City.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of broad and increasingly responsible experience at the City of Mountain View in fire suppression and fire prevention work. Three years must be in fire suppression; six months must be in a qualified Acting Captain position; six months must be in a qualified Acting Engineer position. Requirements must be met by the final filing date.

Required Licenses or Certificates: A valid California driver's license and valid EMT-1 and EMT-D Certificates.

Working Conditions: Intermittent requirement for strenuous physical effort; intermittent requirement for unavoidable exposure to offensive environment and exposure to potentially heavy and somewhat unpredictable hazards.

Established February 1980

Revised January 2001

CLASS SPECS

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