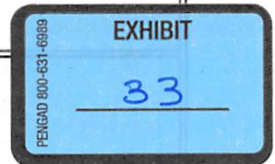


CITY OF SAN BERNARDINO
Established Date: Apr 1, 2013
Revision Date: Aug 7, 2014

Fire Captain

Class Code:
60281

Bargaining Unit: FIRE SAFETY



SALARY RANGE

\$9,127.70 Monthly
\$109,532.40 Annually

JOB SUMMARY:

Under general supervision, serves as fire company supervisor; supervises and directs the work of firefighters, paramedic/firefighters and fire engineers; receives and responds to fire alarms, medical aids and other emergency calls to protect life and property endangered; maintains fire station, grounds, and equipment; conducts fire prevention inspections, fire prevention and suppression training programs; and, performs other related work as required.

The Fire Captain is a fire company supervisor, working under the supervision of a Battalion Chief or other supervisory position. Supervises Fire Department personnel and equipment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides courteous and expeditious customer service to the general public and City department staffs.
2. Serves as fire company supervisor; supervises and directs the work of firefighters, paramedic/firefighters and fire engineers assigned to a fire company; responds to fire alarms, medical aids and other emergency calls.
3. Directs emergency procedures by assuming command of fire suppression, emergency medical services (EMS) and other operations until relieved by higher authority; supervises and participates in laying of hose lines, directing water streams, placing of ladders and related fire suppression apparatus and equipment; checks for the presence of additional or adjacent hazards or exposures.
4. Directs placement of apparatus to best advantage to facilitate fire fighting and emergency operations; operates a two-way radio and mobile data computer (MDC) to communicate with the communications center.
5. Administers emergency medical care to patients; performs Basic Life Support (BLS) and may perform Advance Life Support (ALS); may assist with operating, lifting and moving of ambulance cots and patients; responds to requests for medical emergencies to provide immediate care; observes and reports vital signs, cares for victims of accidents or illness; works 24-hour shifts and overtime; may be recalled to duty in cases of emergency.
6. Directs Fire Department personnel to protect surrounding property, conducts size-up of each fire to determine the most effective strategies and tactics to employ; directs forcible entry or rescue actions; establishes adequate emergency ground perimeter around hazardous areas and the evacuation of personnel; orders the shutdown of utilities; in absence of a chief officer ensures the withdrawal of Fire Department personnel and apparatus when the fires cannot be contained.
7. Ensures that the scene of the fire is protected, and that any suspected arson evidence is not removed prior to evaluation by fire investigators; directs salvage and cleanup operations following a fire; in absence of a chief officer, will determine the need for, call for or dismiss fire companies and apparatus at the scene of the fire.

inspections of industrial, commercial and residential properties and places of public assembly for fire hazards; assists in the enforcement of fire prevention codes and ordinances; studies buildings, streets, fire hydrants and sprinkler systems; directs and observes the testing of fire hoses on prescribed schedules.

9. Conducts fire training drills for fire department personnel in the use of hoses, nozzles, ladders, and other portable apparatus; conducts technical classes in medical care, fire prevention, hydraulics, pre-fire planning and other fire department related subjects; demonstrates fire suppression techniques and practices in accordance with formal training programs; prepares reports of training accomplished; reviews and completes Joint Apprentice Committee (JAC) forms; maintains daily log of the fire company; records company activities in a daily journal to include orders, operational changes, fire hydrants out or returned to service, streets closed or reopened, damages or repairs to fire station, apparatus, and equipment, medical emergencies, fires, fire drills, special duties and other activities.
10. Prepares reports on company activities such as accidents, injuries and illness of Fire Department personnel; prepares vehicle maintenance records assigned to the fire department; receives and verifies mileage accounts for Fire Department vehicles.
11. Directs and supervises preventive maintenance and housekeeping tasks on Fire Department property; assists in personnel management; maintains discipline; accomplishes performance ratings of employees; initiates disciplinary action; participates in writing operational procedures for the Fire Department and makes recommendations affecting overall operations; initiates and conducts informal and formal investigations into personnel injuries, complaints, and disciplinary issues.
12. Assists in developing and planning a departmental budget and work program; maintains personnel and other records; requisitions supplies and equipment; guides visitors through the fire station; enforces departmental rules, regulations and policies.
13. Routinely adheres to and maintains a positive attitude towards City and department goals.

GENERAL QUALIFICATIONS

Knowledge of:

1. Safety practices and precautions pertaining to work;
2. Modern fire suppression and prevention principles, practices, and methods;
3. Emergency medical services operations;
4. Operation and maintenance of various fire suppression apparatus and equipment;
5. Principles of management, administration, supervision, training, and community relations;
6. Fire prevention, alarm transmissions, equipment maintenance, and fire drill procedures;
7. Location of streets, fire alarms, fire hydrants, public buildings, and local hazards;
8. State and municipal codes and ordinances affecting fire department operations;
9. English usage, spelling, grammar and punctuation;
10. Basic knowledge of computers.

Ability to:

1. Direct fire companies and apparatus during firefighting, medical emergencies, and other operations;
2. Respond quickly under emergency conditions;
3. Lead subordinates effectively;
4. Analyze situations and adopt a quick, effective and responsible course of action;
5. Communicate clearly and concisely, both orally and in writing;
6. Follow oral and written instructions;
7. Maintain discipline;
8. Remain calm in emergency situations;
9. Conduct thorough investigations, and maintain effective relations with property owners;
10. Prepare comprehensive reports, plans and estimates;
11. Appraise workloads;
12. Assist in developing and planning a departmental budget and work program;
13. Establish and maintain effective relationships with those contacted in the course of work;

15. Demonstrate the use and care of fire suppression apparatus and equipment;
16. Operate a vehicle observing legal and defensive driving practices;
17. Work indoors and out in a variety of environmental conditions, including exposure to extreme heat, smoke, fumes, odors, vibrations, loud noises, hazardous materials and noxious gases;
18. Wear a self-contained breathing apparatus;
19. Climb up and down ladders and work at considerable heights;
20. Perform strenuous and hazardous tasks under emergency conditions;
21. Detect color changes in smoke and flames;
22. See in the normal visual range with or without correction;
23. Hear in the normal audio range without correction;
24. Perform duties with normal body mobility, flexibility and dexterity;
25. Work at various heights, and in small enclosed spaces;
26. Transport personnel or loads weighing up to 200 pounds.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Six (6) years of continuous service from one or any combination of the following positions, Firefighter (P-1), Paramedic/Firefighter (P-2) and/or Fire Engineer (P-3) for the San Bernardino City Fire Department.

Licenses; Certificates; Special Requirements:

Must possess a valid driver's license as required by the State of California with a "Firefighter" endorsement.

A valid emergency medical technician (EMT) certificate

Must be certified on one fire engine.

Must have achieved State Fire Officer Certification or successfully completed the required classes, before starting the promotional testing process.

ICS-220 (12 to 16 hour, National Fire Academy Model) or I-200 (Basic ICS).

After January 2000, I-300 (Intermediate ICS).

Must complete probationary company officer training requirements prior to end of probation.

SUPPLEMENTAL INFORMATION:

SUPPLEMENTAL QUESTIONNAIRE REQUIRED

SALARY RANGE & TESTING STANDARDS:

Salary Range P-4

Application Review

Written Exam