



WILLOW OAK FIRE PROTECTION DISTRICT

18111 County Road 94B, Woodland, California, 95695

Phone: (530) 662-0781 Fax: (530) 662-5856

email: admin@willowoakfire.com

FIRE CAPTAIN

DESCRIPTION

Under direction, plans, directs, coordinates and supervises daily Fire Department operations of assigned crew as Engine Company Officer; to supervise firefighters during non-emergency, as well as firefighting, emergency medical, hazardous materials response, rescue, fire prevention and inspection, fire investigation, and other emergency operations; ensures that all assigned activities are carried out effectively, efficiently, safely, and according to district guidelines and policies; oversees subordinate personnel engaged in training, station and equipment maintenance; assists and participates in training programs; drives, operates and maintains all fire apparatus and equipment as needed. Performs related work and other duties as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Battalion Chief or Fire Chief. Exercises direct and functional supervision over field and technical firefighting personnel including reserves and volunteers.

TYPICAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:

- Respond to reported emergencies (fires, accidents, emergency medical incidents, rescues and hazardous conditions) by directing assigned company to the scene, assessing and reporting conditions at the scene, assuming command of firefighting and rescue operations until relieved by a superior officer.
- Assume responsibility for the supervision, performance and safety of assigned firefighting personnel on the scene of an emergency incident.
- Make decisions as to firefighting/rescue methods to be employed, and the need for additional assistance.
- Perform a variety of fireground and emergency scene tasks.
- Drive & operate fire apparatus as needed.
- Coordinate work assignments of subordinate personnel and ensure successful completion.
- Maintain discipline of assigned personnel on calls and in quarters.
- Perform and coordinate the maintenance, repair and readiness of fire suppression equipment and facilities.
- May respond to State and National Incidents under State Master Mutual Aid (Strike Teams) or FEMA requests in any position qualified.
- Coordinate rental and maintenance of District's community hall.
- Implement assigned daily training, and identify additional training needs of subordinate personnel.
- Prepare all reports, forms, recommendations, and other required administrative procedures of the company.
- Make every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.
- Conduct inspections to discover and eliminate potential fire, life and safety hazards.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.
- Enforce all District rules and regulations and make recommendations to superior officers.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Promote and maintain safety in the work place.
- Perform collateral assignments as requested.

DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory level classification. Incumbents assigned to positions in this class supervise and participate in activities of a crew at a fire station on an assigned shift, unless performing an administrative assignment.

WORKING CONDITIONS/ASSIGNMENTS/PHYSICAL DEMANDS

- Work is conducted both in a fire station and in the field in various settings.
- Some of these include exposure to smoke, odors, heat, steam, fumes, and dust; as well as periodic exposure to dangerous or life threatening situations.
- Performs tasks requiring: strength and stamina, such as lifting and moving equipment and objects weighing up to 100 pounds; pushing or pulling objects of up to 100 pounds; sitting, standing, walking on uneven or slippery surfaces, kneeling, bending, twisting, turning, stooping, squatting, grasping and crawling; ascending and descending stairs and ladders; work both inside and outside with exposure to extreme weather conditions, odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; frequent hand and arm motion.
- Must have: hand and finger dexterity sufficient to use small tools; the ability to see well enough to read gauges, documents and street maps; accurate depth perception; the ability to communicate verbally, including projecting a voice that can be heard in a noisy environment; the ability to hear and distinguish various sounds, such as alarms, voices of co-workers and warning horns or sirens in both quiet and noisy environments; the ability to stand, walk, bend and reach at, above or below shoulder height for extended periods of time; sustained concentration and prolonged commitment to job tasks; interpersonal skills sufficient to work closely with others on a team; high level cognitive, interpretive or judgment skills; ability to demonstrate flexibility in work environments, performing a variety of frequently changing tasks; ability to plan, negotiate, direct, control and monitor other's activities; and the ability to work alone effectively under stress in situations dangerous to self or others.
- Work involves irregular hours on weekdays, weekends, and holidays. Members in this class are assigned to a 48/96 work schedule.

QUALIFICATIONS

KNOWLEDGE OF:

- Principles, practices, and procedures of modern firefighting and protection of lives and property including fire suppression, fire prevention, emergency medical services, rescue techniques, disaster preparedness, hazardous materials response, and related services and activities.
- Rules, regulations, and operational procedures of the Willow Oak Fire Protection District.
- Emergency medical skills including basic life support, CPR and defibrillation.
- Fire apparatus, equipment, tools, devices, facilities, and their proper utilization, maintenance requirements and methods.
- Local geography, types of building construction, major target hazards, water supply, fire and building laws and regulations as they relate to the Willow Oak Fire Protection District.
- Sound principles and practices of personnel deployment, supervision, evaluation, employee development and training.
- Principles of building construction and fire protection systems.
- Occupational hazards and standard safety practices.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for basic report preparation and writing, and record keeping.

ABILITY TO:

- On a continuous basis, know and understand all aspects of the job and observe safety rules.
- Make sound decisions and direct fire personnel at an emergency scene.
- Plan, organize and direct work, supervise, train, and evaluate subordinate staff; supervise and direct the operations and activities of an engine company.
- Analyze emergency situations, including risk assessment and develop appropriate courses of action; retain presence of mind and act quickly and calmly in emergency situations.
- Effectively interpret rules and regulations and make appropriate decisions.

- Operate vehicles, apparatus, tools and equipment used in modern firefighting activities.
- Maintain skill levels, stay up with new equipment and procedure familiarization, and maintain certifications that are relevant and/or required for assigned responsibilities.
- Deal firmly and fairly with violators and potential violators of fire codes.
- Communicate clearly and concisely, both orally and in writing.
- Prepare a variety of technical and operational reports.
- Establish and maintain effective working relationships and with those contacted in the course of work; courteously respond to community issues, concerns and needs.

EDUCATION

High school diploma or equivalent. An Associate's degree or higher with a major in Fire Science is desirable.

EXPERIENCE

Four years of firefighting experience with at least two years of supervisory experience.

LICENSES/CERTIFICATES

- Possession and continued maintenance of a valid California Class "C" driver's license with firefighter endorsement or higher.
- Driver/Operator 1A & 1B at time of hire.
- California State Fire Marshal's Firefighter One Certificate at time of hire.
- Emergency Medical Technician I (EMT - D) certificate at time of hire.
- Possession of a valid CPR for professional rescuer card at time of hire.