



## **City of Guadalupe**

### **FIRE CAPTAIN**

Repost February 2017

#### **DEFINITION:**

Under general direction of the Chief, the Fire Captain directs the activities of the Engine Company and personnel assigned to the shift through supervision of all personnel on all emergency incidents, and determining performance of routine duties, apparatus maintenance, equipment and facility maintenance, and other activities as may be assigned to the shift by the Chief. The Fire Captain is also responsible for the completion of administrative and fire prevention assignments.

#### **ESSENTIAL FUNCTIONS:**

- Responds to fire, emergency incidents and commands the activities of the assigned Engine Company, to include assisting in emergency medical care and rescue, determining best methods of performing rescues, extinguishing structural and wildland fires and extricating victims.
- Assists in the suppression of fire.
- Supervises and/or assists the testing, maintenance and operation of fire equipment, maintaining station, apparatus and equipment and oversees completion and maintenance of apparatus records.
- Maintains discipline and enforces City policies, SOP's, rules and regulations.
- Completes ongoing shift work, project work, fire prevention activities, public education programs, and public service assistance as may be assigned by the Chief.
- Evaluates shift personnel and recommends ways to improve knowledge, skills and abilities through onsite training.
- Responsible for writing incident reports, logging such activities and maintaining such records as required by City policies and procedures and administrative directives.
- Works as the Incident Commander until relieved. Occasionally acts as the City's Duty Officer in the absence of the Chief.



## **Fire Captain – 2 of 4 Repost – February 2017**

- **Conducts inspections of commercial occupancies, participates in pre-fire planning and becomes familiar with the various floor plans, types of construction and hazards associated with each occupancy.**
- **Drives and operates fire apparatus and staff vehicles.**

### **KNOWLEDGE/SKILLS:**

- **Principles, practices and techniques of modern structural and wildland fire suppression and prevention activities.**
- **Principles, practices and skills of emergency medical care, including Cardio Pulmonary Resuscitation (CPR) and Automatic External Defibrillation (AED).**
- **Intermediate to advance fire hydraulic and math, principles of mechanics, and Incident Command System.**
- **Principles of personnel deployment, supervision, and training.**
- **Basic knowledge of computer technology and general use of the internet.**
- **Excellent written and verbal communication and interpersonal skills. Ability to interact with the general public in a helpful and positive manner.**
- **Understanding and application of a variety of fire suppression, prevention information and materials.**
- **Perform a variety of physical and mechanical operations; reason and act decisively, quickly and calmly in emergency situations.**
- **Independent evaluation of complex emergency situations.**
- **Various methods of firefighting duties and use of firefighting equipment.**

### **EDUCATION & EXPERIENCE:**

- **High School diploma or equivalent.**
- **California State Fire Marshal Firefighter I/II Certification.**
- **Minimum of four (4) years as a Firefighter or two (2) years as a Fire Engineer.**



### **Fire Captain – 3 of 4 Repost – February 2017**

- **Currently certified as EMT-I (EMT - I certification must meet the requirements of Title 22, California Code of Regulations).**
- **California State Fire Marshal Fire Apparatus Driver/Operator I certification (Preferred) or Completion of Driver/Operator IA & IB.**
- **Completion of ICS 100, ICS 200.**
- **America Heart Association Healthcare CPR and AED certified.**
- **Possess a minimum of a valid California Class C Driver's License with a Firefighter endorsement and a satisfactory driving record.**

### **PHYSICAL REQUIREMENTS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.**

- **Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, repetitive motions.**
- **Frequently reach above, at and below shoulder level.**
- **Ability to lift, carry, push and pull materials and objects weighing up to 25 to 100 pounds or more.**
- **Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.**
- **Wearing of self-contained breathing apparatus while performing firefighting duties.**
- **Frequently drives and operates fire apparatus and fire vehicles**
- **Occasionally uses a computer and telecommunications equipment.**



## Fire Captain - 4 of 4 Repost – February 2017

### **WORK ENVIRONMENT:**

The work is performed characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Frequently works with exposure to cold, heat, noise, vibration, moving mechanical or electrical hazards.
- Occasionally works in precarious places with exposure to hazardous materials, dangerous persons, bodily fluids, noise; may work in atmospheric conditions that require the use of Self-Contained Breathing Apparatus.
- Occasionally works in inclement weather conditions and during emergency events in adverse environments that may include intense life-threatening conditions.
- Work as needed, with little or no advance notice.
- Work in an office environment with sustained posture in a seated position for prolonged periods of time.

*This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned.*

---

**HOURLY SALARY RANGE:** \$19.351 - \$25.932 plus benefits

**BENEFITS SUMMARY:** The City provides PPO and HMO health/medical insurance choices. For Employee Only coverage, the City pays the full cost. There is a shared cost for dependent coverage. Dental and Vision coverage costs are shared with the City paying 75% and the Employee 25%. City pays for life insurance. PERS retirement benefits are 2% at 55 for Classic Safety employees, 2% at 57 for PEPRA Safety employees. For a Classic employee, the Employee pays 4% of the Employee's 7% contribution. A PEPRA employee pays the full Employee PERS contribution. The City participates in Social Security. IRA 457 (deferred compensation plan is available through MassMutual Financial Services.



## **HOW TO APPLY**

**You can download our employment application from our website at:**

**[www.ci.guadalupe.ca.us](http://www.ci.guadalupe.ca.us)**

**Please send completed application and applicable certifications to:**

**City of Guadalupe  
Human Resources  
P.O. Box 908  
Guadalupe, CA 93434**

**Completed applications can also be hand delivered to the HR Department at City Hall, 918 Obispo Street, Guadalupe or emailed to HR at:**

**[villegas@ci.guadalupe.ca.us](mailto:villegas@ci.guadalupe.ca.us)**

**DEADLINE TO APPLY: Open Until Filled -----**

**EOE**