

FIRE CAPTAINDEFINITION:

Under direction, supervises and coordinates the work of a fire company engaged in fire suppression, fire prevention, emergency medical services, training, maintenance and public education.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

## Fire Company Administration

Receives, disseminates, and interprets Fire Department General Orders, letters of instructions, Rules and Regulations, memorandums. Plans and prepares company activities. Apportions administrative assignments among subordinates. Prepares written work schedules for station personnel covering such items as station, equipment & apparatus maintenance, fire prevention, hydrant maintenance, district surveys, public information and education details, and company training. Examines and approves completed forms covering such items as attendance, sickness, overtime, vacation, hose, supply, inventory, Fair Labor Standards Act requirements, apparatus, equipment, training, fire prevention, and physical fitness. Inventories company supplies, (including janitorial, office, fuel and equipment), determines inventory needs, requisitions new supplies, checks, certifies and dispenses new supplies.

## Fire Company Supervision

Assigns duties to subordinates according to department policy. Monitors activities for compliance with Fire Department policy as set by department standards and level of competency established by company commander. Monitors company work in relation to company work schedule to ensure that all daily work is performed as assigned. Counsels and evaluates employees concerning desirable performance. Monitors administrative work of Engineers, Paramedics and Firefighters. Checks documents and reports for accuracy and detail. Takes disciplinary action as needs dictate within limitations imposed by General Orders, Department Rules and Regulations, the Santa Ana Municipal Code, and applicable federal and state laws and regulations.

## Fire Prevention

Prepares pre-fire fighting plans and access maps for properties that might lead to greater alarm fires and natural disasters, by upgrading existing maps and surveying new construction in response districts. Maintains familiarity with building fire equipment and water supplies in response area, through pre-fire planning and routine inspections. Conducts fire protection systems inspections, home inspections, commercial building inspections and pre-fire surveys for hazards and compliance with fire codes, informing the public through public information and education details. Maintains awareness of hazardous material stored, transferred or manufactured in response area through pre-fire planning and routine inspections. Prepares records and reports of all building inspections and hazards found and enforces codes and ordinances through violation notices and reinspections. Coordinates inspection activity of the fire company to assure timely and thorough coverage of response area.

### Company Training

Plans company training in conformance with department requirements. Prepares training material and obtains training aids. Prepares written lesson plans. Conducts single company drills and participates in and/or conducts multi-company drills. Evaluates and documents training results for compliance with established performance standards. Schedules time allotments for mandatory training classes. Critiques company training and provides for additional training to correct performance deficiencies. Demonstrates preferred work methods for Firefighters, Engineers and Paramedics. Checks training activities and records for conformance with departmental policy.

### Emergency Operations

Responds to all emergencies in assigned area. Determines optimum route to emergency location. Evaluates severity of emergency upon arrival at emergency scene. Determines the need for additional support at emergency site. Places greater alarm and/or calls for additional equipment as needs dictate. Directs by radio communication the placement of support personnel and equipment at emergency site. Directs and participates in rescue and first aid efforts at scene of emergency. Directs amount, size and placement of ladders and hoses of support companies at scene of emergency. Participates in hose and ladder evolutions at fire scene. Directs and participates in ventilation at fire scene. Directs and participates in salvage and overhaul operations at fire scene. Investigates for possible arson and preserves evidence of fire origin. Deals with public at emergencies. Performs all emergency work expected of a Firefighter, as detailed in the current job specification for Firefighter.

### DISTINGUISHING FEATURES OF THE CLASS

This is the first line supervisor classification in the firefighter occupational series. Incumbents have direct supervisory responsibility over a firefighting company consisting of firefighters and fire engineers, as well as responsibility for the proper maintenance of company apparatus and equipment.

### RECOMMENDED MINIMUM QUALIFICATIONS

Two (2) years of service under civil service appointment as a Fire Engineer with the Santa Ana Fire Department, or six years of service under civil service appointment as a Firefighter, or service under civil service appointment in both of these classes for a combined total of at least six (6) years. Possession of the following knowledge, skills, and abilities.

#### Knowledge, Skills and Abilities

Knowledge of: Fire Department operations and procedures; geographic location of stations and specialized apparatus and equipment; duties and responsibilities assigned to various personnel classifications; characteristics, uses and limitations of equipment and apparatus; Fire Department rules, regulations, general orders, and preferred procedures and theories of emergency response; laws, codes and ordinances relating to fire prevention; sprinkler system characteristics and location in response area; rescue and EMT-1 techniques; California Disaster Act and Mutual Aid agreement, Automatic Aid Agreements, Statewide Master Emergency Management System (SEMS); traffic laws and ordinances; extraordinary hazards in response area; fire alarm systems, water distribution system, hydrant placement, main sizes, pressures and capacities; Fire Department hose evolution,

ladder evolution, ventilation, salvage and overhaul, urban search and rescue, and swift water rescue

practices and procedures; organizational structure and management practices; Fire Department emergency mobilization plan at company level; radio procedures as established by Federal Communications Commission rules and regulations governing public safety radio service; training theory and techniques and Departmental training practices; counseling and disciplining techniques; building construction basics.

Skill in: operating vehicles; recognizing hazardous materials in solid, liquid or gaseous form, such as explosives, exotic metals and radioactive materials.

Ability to: make immediate, sound decisions under stress; give verbal orders clearly and concisely in English; schedule, plan, assign, organize, supervise and evaluate the work of subordinates; to determine fire cause and recognize acts of arson; read and interpret complex technical text written in English; write clearly and concisely in English; prepare and analyze statistical information; organize and maintain technical filing system; design forms; deal tactfully with a variety of people in a variety of situations.

#### Special Requirement

Possession of a valid California Class "B-restricted" drivers license.

#### Willingness To:

Work irregular hours, days, overtime, variable or 24-hour shifts, weekends, and holidays, travel out of jurisdiction, perform routine or repetitive work to completion, attend classes on and off duty time, wear employer-furnished uniform, train other employees, work at any employer location or to be reassigned, work alone for long periods of time and/or work under adverse or potentially hazardous conditions such as: fumes, gases, heat, dark, smoke, crowds, noise, vibrations, extreme stress, confined space, dampness, dust, odors, high altitude, decomposed, burnt or severely dismembered bodies.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful Fire Captains are creative leaders who have a thorough knowledge of modern and innovative fire service practices and have the ability to make sound decisions under pressure. They have the capability of effectively supervising assigned personnel and are motivators and leaders who encourage development of subordinates in a team environment. As leaders with an enthusiastic approach to work, they are able to organize heavy workloads and are capable of ensuring that tasks are completed on time. Appropriate individuals are proficient in writing reports and other administrative documents and are pleasant, courteous and helpful when dealing with the public.

Class title established per Council Resolution No. 58-281,  
effective 11-1-58

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