

**CITY OF SONORA  
JOB DESCRIPTION**

Adopted 03-17-2003/Amended 03-21-2005  
(Retitled & Amended Fire Engineer Job Description)



# FIRE CAPTAIN

## **DEFINITION**

Under direction from the Fire Chief, the Fire Captain commands the activities of the engine company and personnel assigned to his/her shift. As a paid member of the City of Sonora Fire Department, it is the responsibility of the Fire Captain to apply diligence, and safely minimize losses associated with fire, to perform rescue operations, to treat and stabilize victims of medical emergencies and to demonstrate compassion, concern, understanding and patience for all citizens in every situation encountered.

During his/her assigned shift, the Fire Captain is also responsible for the supervision and direction of paid and volunteer personnel on emergency incidents and as they perform routine duties and carry out assignments pertaining to apparatus maintenance, equipment and facility maintenance and other activities as may be assigned to the shift by the Fire Chief. The Fire Captain is also responsible for the completion of administrative and fire prevention assignments as directed by the Fire Chief, as well as other duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from Fire Engineer in that tasks include supervision of paid and volunteer personnel on a routine basis, and management of fire operations on one of three platoons. Management of Fire Operations involves planning, coordinating, implementing and overseeing platoon operations including Fire Suppression, EMS, Hazardous Materials Response, Apparatus and Equipment, Facilities and Grounds, Fire Prevention and Pre-Fire Planning, and the development and presentation of training activities to both paid and volunteer Firefighters.

## **ESSENTIAL JOB FUNCTIONS**

**The Fire Captain duties may include, but are not limited to, the following:**

- ▶ Responds to alarms and commands the activities of his/her assigned engine company insuring that responding personnel are appropriately dressed, adequately trained, and properly briefed to insure the rapid, efficient, and effective mitigation of incidents. The Fire Captain often works as the incident commander until relieved.
- ▶ The Fire Captain is called upon to make decisions as to the best method of performing rescues, extinguishing structural and wildland fires and extricating victims of vehicle accidents. The Fire Captain directs the placement and size of hose lines, the placement of ladders, the ventilation of buildings, and may be required to perform and/or assist in the performance of all emergency operations.
- ▶ Directs overhaul operations, including the securing of buildings following a fire to insure there is no rekindle and to preserve the scene for fire investigations.

- ▶ Assists in medical aids and rescues.
- ▶ Supervises and/or assists with the cleaning of quarters, apparatus and equipment.
- ▶ Develops lesson plans and delivers training to personnel assigned to his/her shift.
- ▶ Develops lesson plans and delivers training to volunteers when scheduled shift falls during volunteer training.
- ▶ Maintains discipline and enforces City policies, SOP's, and 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 Fire Chief.
- ▶ Formally evaluates personnel assigned to his/her shift and recommends ways to improve knowledge, skills and abilities.
- ▶ Keeps abreast of modern principles and practices of structural and wildland fire suppression.
- ▶ Is responsible for writing incidents reports, entering activities in the day log and electronic activity program, and maintaining such records as required by City policy, procedures and administrative directives.
- ▶ Occasionally acts as the City's Duty Officer in the absence of the Fire Chief.
- ▶ Studies the location of streets, fire hydrants, sprinkler systems, alarm systems and lock box locations.
- ▶ 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.
- ▶ Greets and assists the public in a helpful and positive manner.
- ▶ Participates in budget preparation for assigned areas of responsibility.

## **QUALIFICATIONS**

### **Knowledge of:**

- ▶ 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).
- ▶ Basic fire hydraulics and math.
- ▶ Basic principles of mechanics.
- ▶ Basic principles of Incident Command System.
- ▶ Knowledge and experience in preparing and delivering training classes, drills and other related training activities.
- ▶ Knowledge of California/National Fire Incident Reporting System.
- ▶ Basic knowledge of computer technology and general use of the internet.

### **Ability to:**

Read, understand and apply 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; evaluate complex emergency situations when not directly supervised; perform prolonged arduous work under adverse and often dangerous conditions; learn a wide variety of fire fighting duties and methods and the use of fire fighting equipment within a reasonable period of time; provide proper emergency medical

care, including CPR and AED, and be able to utilize rescue equipment available at scene; understand and follow oral and written instructions; perform routine maintenance chores at the fire station; establish and maintain routine records; establish and maintain effective working relationships with co-workers and the public; must demonstrate physical strength and agility sufficient to perform the work.

**Experience/Education/Training:**

Sufficient training and experience which demonstrates the possession of the knowledge and abilities required to perform the essential job functions. Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Four years of municipal firefighting experience within an organized fire agency, including one year of lead responsibility.

**Education/Training:**

Complete at least 15 units at an approved college with course work in fire science, public administration or related field.

**Preferred Education and Experience:**

- ▶ Possess an AA, AS or higher degree from an approved college or university.

**License or Certificate:**

- ▶ At date of appointment, must possess a valid California Class B Drivers' License, including air brake and standard transmission endorsements, and have a responsible driving record.
- ▶ Must be certified by the State of California as a Firefighter I.
- ▶ Must be currently certified as EMT-I (*EMT - I certification must meet the requirements of Title 22, California Code of Regulations*).
- ▶ Certified by the State of California as a Fire Officer I within one year of appointment.
- ▶ Certification by the State of California as a Driver/Operator.
- ▶ Certified for instruction of fire and/or medical classes.

**WORKING CONDITIONS**

A person in this position must be free from any physical, emotional or mental condition which might adversely affect the ability to perform the essential job functions. Physical condition shall be evaluated by a licensed physician prior to assuming the position.

Work as needed, with little or no advance notice; work during emergency events in adverse environments; work in intense life-threatening conditions; work in inclement weather conditions; be subjected to exposure of hazardous materials, dangerous persons, bodily fluids and noise; running, walking, crawling, climbing, stooping, twisting, bending, lifting and sitting for long periods of time; work in an office environment with sustained posture in a seated position for prolonged periods of time.