

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES. NO.: 07-35

FIRE CAPTAIN

DEFINITION

Under general supervision, to have charge of a fire station; to supervise personnel; to supervise the operation and maintenance of fire equipment; to respond to, participate in, and direct personnel and apparatus at the scene of emergencies; to supervise and participate in fire prevention activities, fire personnel training, public education programs, and do related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent is the Fire department's first line supervisor responsible for the discipline, safety, performance, and training of personnel in the classes of Firefighter and Fire Engineer-Operator. The incumbent is responsible for supervising emergency and non-emergency situations until relieved by a superior officer. While time spent fighting fires constitutes a small fraction of the scheduled work time, incumbents must be able to meet such emergencies and the hazards which may involve considerable physical exertion, and potential risk to health and safety.

EXAMPLES OF DUTIES

Directs the operation of a fire station, supervises and evaluates subordinate personnel; responds to fire alarms, emergency medical calls, emergency rescues, public service calls, or other alarms which necessitate the mitigating of a situation which threatens life or property; orders placement of equipment in proper position for effective operation; assumes command and directs fire suppression and control operations using proper fire ground tactics unless relieved by a superior; supervises and assists in laying hose lines, directing streams of water, placing ladders, and ventilating buildings; operates extinguishers; directs salvage and overhaul operations; supervises and participates in rescue and Basic Life Support operations, supervises and conducts inspections of buildings and properties for compliance with safety codes. Maintain required skills; conducts public education programs; maintains effective working relationships with City personnel and general public; as assigned, serves as Acting Battalion Chief; performs other tasks as required.

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MINIMUM QUALIFICATIONS

Knowledge of: Modern fire suppression and prevention methods, procedures, techniques and equipment; modern principles and practices of supervision and training; State laws relating to fire service; Civil Defense disaster emergency plans; and major fire hazards and principles of water systems.

Ability to: Supervise, organize and schedule personnel effectively; maintain discipline; interpret and act in accordance with Fire Department and City Rules and Regulations, policies and procedures; follow written and oral directions; maintain accurate records and prepare reports; perform in a calm and efficient manner under stress; analyze emergency situations and adopt effective courses of action; interact positively and cooperate with co-workers; respond in a positive manner to supervision; interact positively and cooperate with co-workers, respond politely to customers; perform cooperatively and effectively as a member of a team; function under demanding time pressure; attend work and perform duties on a regular and consistent basis.

Experience: Five years of full time fire fighting experience served in permanent positions.

Education: Graduation from high school or equivalent and completion of 24 units of Fire Science Courses. An employee employed with the Daly City Fire Department prior to July 1, 1984, may substitute additional qualifying experience for the required education on the basis of one year being equal to three units; additional experience may be substituted up to a maximum of five years (15 units).

License/Certificate:

Possession of a valid Restricted Firefighters Class B California Drivers License

Possession of a valid Emergency Medical Technician-1 (EMT-1) Certificate

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