**FIRE CAPTAIN JOB DESCRIPTION**

**SALARY:** Salary Range – 80,000-93,766.40

**REPORTS TO:** Assistant Fire Chief or Duty Chief

**FLSA STATUS:** Non-Exempt (Sworn Safety)

**HOURS:** The position generally works for a 56-hour work week. This position may be required to work a 40 hour work week in a staff position and may be forced to work overtime as the need arises.

**GENERAL RESPONSIBILITIES:**

Under the direction of the Assistant Fire Chief, the Fire Captain serves as a company officer responsible for the supervision and management of firefighting personnel and equipment during emergency operations and daily activities. This position leads a fire company in fire suppression, emergency medical services, hazardous materials response, and fire prevention activities. The Fire Captain ensures the safety and effectiveness of assigned personnel while maintaining equipment readiness and conducting training activities. This position serves as incident commander on emergency scenes and provides leadership in all aspects of fire department operations.

**DISTINGUISHING CHARACTERISTICS:**

This is a supervisory position within the Avenal fire department responsible for leading a fire company and ensuring operational readiness. The Fire Captain has direct responsibility for personnel supervision, equipment management, training delivery, and emergency response leadership at the company level. The incumbent works directly with firefighters and engineers, manages daily station operations, and ensures departmental standards are maintained. This position requires strong leadership skills, emergency response expertise, and the ability to make critical decisions under pressure.

**ESSENTIAL FUNCTION STATEMENTS**--*Essential responsibilities and duties may include, but are not limited to, the following:*

**ESSENTIAL FUNCTIONS:**

**Personnel Supervision and Management:**

- Directly supervise assigned firefighters and engineers during all activities
- Conduct performance evaluations and provide feedback to assigned personnel
- Ensure compliance with departmental policies, procedures, and safety standards
- Address personnel issues and implement corrective actions as needed
- Provide mentoring and professional development guidance to subordinate personnel
- Maintain discipline and morale within the assigned company

**Emergency Response Operations:**

- Respond to emergency incidents and assume incident command as appropriate
- Direct fire suppression operations and coordinate company activities
- Lead emergency medical response and patient care activities
- Coordinate hazardous materials response within company capabilities
- Ensure proper implementation of incident command system protocols
- Make tactical decisions to protect life and property during emergency operations

**Training and Development:**

- Plan, organize, and conduct company-level training activities
- Ensure all assigned personnel maintain required certifications and skills
- Identify training needs and coordinate with department training programs
- Conduct equipment training and operational drills
- Maintain training records and documentation for assigned personnel
- Provide instruction in fire suppression, EMS, and safety procedures

**Fire Prevention and Inspection Services:**

- Conduct fire prevention inspections of commercial and residential properties
- Investigate fire incidents and prepare detailed incident reports
- Enforce fire prevention codes and ordinances
- Provide fire safety education to community members
- Review construction plans and occupancy permits for code compliance
- Respond to fire prevention complaints and violations

**Equipment and Apparatus Management:**

- Ensure proper maintenance and operational readiness of assigned apparatus
- Conduct daily equipment checks and testing procedures
- Coordinate equipment repairs and maintenance schedules
- Manage company inventory of tools, equipment, and supplies
- Ensure proper care and cleaning of station facilities
- Maintain equipment inspection records and documentation

**Station Operations:**

- Oversee daily station operations and administrative functions
- Ensure proper staffing levels and duty assignments
- Maintain station appearance and cleanliness standards
- Coordinate with other shifts and companies as needed
- Manage company scheduling and leave requests
- Handle routine administrative duties and paperwork

**Community Relations:**

- Represent the fire department at community events and public functions
- Conduct public education presentations to schools and civic groups
- Build positive relationships with community members and businesses
- Participate in community outreach and fire prevention programs
- Respond to citizen inquiries and complaints professionally
- Support department public relations initiatives

**Administrative Responsibilities:**

- Prepare incident reports and operational documentation
- Maintain personnel records and duty rosters
- Submit reports to the Assistant Chief as required
- Participate in budget planning and equipment procurement
- Assist with departmental policy development and implementation
- Support grant writing and fundraising activities

**Additional Responsibilities:**

- Serve as acting Assistant Chief when assigned
- Participate in departmental meetings and training sessions
- Support special events and emergency preparedness activities
- Perform related duties as assigned by supervisors
- Maintain professional development and continuing education
- Be responsible for major departmental programs and/or divisions (training, prevention, respiratory protection, fleet, etc.)

**TYPICAL QUALIFICATIONS**

**KNOWLEDGE OF:**

- Fire suppression principles, tactics, and strategies
- Emergency medical services and patient care procedures
- Hazardous materials response and mitigation techniques
- Incident command system and emergency management protocols
- Fire prevention codes, regulations, and inspection procedures
- Personnel supervision and leadership principles
- Training program development and delivery methods
- Equipment operation, maintenance, and safety procedures
- Building construction and fire behavior principles
- Community relations and public education techniques
- Administrative procedures and report writing
- Computer operation and software applications
- Federal, state, and local fire service regulations

**ABILITY TO:**

- Lead and supervise firefighting personnel effectively
- Respond to emergency incidents and assume incident command
- Make sound tactical decisions under pressure and emergency conditions
- Conduct fire prevention inspections and enforce codes
- Plan, organize, and deliver effective training programs
- Communicate effectively orally and in writing
- Operate fire department equipment and apparatus safely
- Maintain accurate records and prepare detailed reports
- Build positive relationships with personnel and community members
- Manage multiple priorities and meet deadlines
- Adapt to changing emergency conditions and circumstances
- Provide public education and community outreach services

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: 30 units of college credit or an Associate's degree in fire science, emergency management, or related field and two years as a Company Officer; or four years experience as a driver operator/engineer.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class "C" driver's license with acceptable driving record AND California Firefighter endorsement.
- California Fire Service Training and Education System (CFSTES) Fire Officer II Certification, OR IFSAC/ProBoard Fire Officer II, or CSFM equivalent.
- Current CPR and First Aid certification required
- Emergency Medical Technician (EMT) certification required
- Hazardous Materials Operations level certification required
- Fire Apparatus Driver/Operator pump apparatus certification
- Additional certifications as required by the Fire Chief

**DESIRABLE LICENSES AND CERTIFICATIONS:**

- CSFM or IFSAC/ProBoard Fire Inspector I I
- CSFM or IFSAC/ProBoard Fire Officer III
- ICS-300

**CONDITIONS OF EMPLOYMENT:**

1. Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

2. May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

3. Must remain clean-shaven to insure integrity of mask fit for breathing apparatus. Must be willing to work 40-hour workweek or 24-hour rotating shifts on a 56-hour workweek.

4. This position requires the individual to wear a Fire Department uniform.

5. This position requires the individual to successfully complete an annual job performance evaluation.

6. Must possess and maintain a current Emergency Medical Technician (EMT) certification issued by the State of California through the Central California EMS Agency (CCEMSA) throughout this job classification.

7. Must possess and maintain a current Cardio-Pulmonary Resuscitation (CPR) card - American Heart Association, Healthcare Provider or Red Cross-Professional Rescuer or equivalent that meets American Heart Association Standards.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:**

- Frequent standing, walking, climbing, and physical exertion during emergency operations
- Ability to lift, carry, push, and pull heavy equipment weighing up to 50+ pounds
- Manual dexterity to operate complex firefighting and emergency medical equipment
- Vision and hearing sufficient to assess emergency scenes and communicate effectively
- Ability to work at heights, in confined spaces, and under adverse conditions
- Physical stamina and agility required for extended emergency operations
- Ability to wear heavy protective equipment for extended periods
- Crawling, kneeling, and working in awkward positions during rescue operations

**WORK ENVIRONMENT:**

- Indoor and outdoor work environments with varying and potentially hazardous conditions
- Shift work including days, nights, weekends, and holidays (typically 24-hour shifts)
- Exposure to smoke, heat, chemicals, hazardous materials, and emergency conditions
- Working around heavy machinery, apparatus, and power tools
- Potential exposure to communicable diseases and bloodborne pathogens
- Variable weather conditions during emergency response
- High-stress emergency situations requiring quick decision-making
- Driving fire apparatus in emergency and non-emergency situations
- Interaction with the public during emergency and non-emergency situations

**EMPLOYEE BENEFITS:**

- **100% City-Paid Health, Dental & Vision (Employee Only)**
  PPO through Anthem Blue Cross; City pays **75% for dependents**
- **Retirement**
  CalPERS: **2.7% @ 57 (PEPRA)** or **3% @ 55 (Classic members)**
- **Paid Time Off**
  **14 paid holidays + 3 personal days**, plus vacation & sick leave accrual
- **Life Insurance Included**
  **$15,000 City-paid policy**

SELECTION PROCESS:

Applicants must submit an official City of Avenal Application. Applicants who clearly appear to be most qualified in terms of experience and training will be invited to a job-related panel interview and/or Chief's interview.

A medical evaluation, an intensive background investigation, and drug screening will be conducted prior to employment.

The City of Avenal will require each applicant to provide proof of U.S. citizenship, alien registration or authorization to work in the United States.

Must be 18 years of age at the time of application.

All positions will include a one-year probationary term.

**ALL FULL-TIME EMPLOYEES ARE REQUIRED TO HAVE A VALID CONTACT TELEPHONE.**
**EMPLOYEES SHALL WORK HARMONIOUSLY WITH ALL CITY EMPLOYEES.**
**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.**