

## **Jackson Fire Department Fire Captain**

### **SUMMARY DESCRIPTION**

Under direction of the Fire Chief or designee, oversees and directs the activities of an assigned fire station; supervises subordinate personnel engaged in emergency and non-emergency calls to protect life and property; acts for supervising officers in their absence; performs related duties as assigned.

A person assigned to the Fire Captain classification is trained in fire suppression and emergency medical care and is engaged to the prevention, control, and extinguishment of fires and response to emergency situations where life, property or the environment is at risk. The Fire Captain also responds and renders aid in non-emergency situations as required.

### **REPRESENTATIVE DUTIES:**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Oversees, directs, and supervises the activities of fire station operations on an assigned shift
- Directs, supervises and assists subordinate personnel in equipment and station maintenance duties
- Responds to all fire alarms, takes command at the scene of an emergency until the arrival of a higher level supervising officer
- May act as a Fire Engineer or Firefighter at the scene of an emergency or non-emergency incident
- Conducts drills and training sessions
- Interprets fire department rules and regulations for subordinate personnel
- Prepares letters, memorandums, reports, and station logs
- Greets visitors and acts as fire station representative on the subjects of fire prevention, fire chemistry, fire suppression, and other fire topics
- May occasionally be required to perform management-level duties in the areas of operations, fire prevention, training, supervision, and maintenance; and performs other duties as assigned.
- Inspects commercial properties for fire prevention and pre-fire planning
- May be assigned to make repairs to fire apparatus and equipment.

### **MINIMUM QUALIFICATIONS:**

Candidate must be at least 18 years of age

Within six months after hire reside within one hour driving time from the City of Jackson.

#### Education:

High School Graduate or GED equivalent at time of hire

## Exhibit B

### Experience:

Two years of continuous fire suppression, and emergency medical response within the last three years as a paid or volunteer fire fighter. One year of experience as a paid or volunteer company officer.

### License and Certificates:

Possess and maintain all of the following:

- California Class B Firefighter driver's license with air brake and tank endorsements
- CSFM Firefighter 1
- Emergency Medical Technician 1 Certificate valid in the State of California
- Current CPAT certificate
- CSFM Driver/Operator 1A & 1B Certificate or five years experience as a company officer and acquire 1A & 1B Certificate within first year of employment.

### Desirable Qualifications:

Previous experience as a Jackson Fire Department Volunteer Officer  
College level courses in Fire Science

## **Knowledge and Ability**

### Knowledge of:

- Modern fire suppression and prevention principles, methods, practices, and techniques
- Principles of personnel deployment, supervision, and training
- Emergency medical techniques
- City geography and water systems
- Basic mathematics and mechanical relationships
- Principles and practices of exemplary customer service
- Principles and practices of effective supervision
- Operation and maintenance of fire pumping equipment and related apparatus
- Knowledge of departmental rules, regulation, policies, codes and ordinances
- Basic building construction, basic fire chemistry
- Common office practices, including copying, typing, and basic PC computer operations

### Ability to:

- Make sound decisions and direct fire personnel at an emergency scene
- Effectively supervise, train, and evaluate entry and journey level fire personnel
- Communicate effectively orally and in writing;
- Prepare and present concise written and oral reports
- Plan, assign, supervise, and direct the work of subordinates
- Establish and maintain effective working relationships
- Drive safely, observing legal and defensive driving practices
- Understand and carry out complex oral and written instructions requiring problem-solving and independent decision-making
- Take a proactive approach to problem solving
- Maintain cooperative working relationships with public and private officials, the general public, and City staff.

## Exhibit B

- Perform maintenance and minor mechanical repairs to fire equipment and apparatus
- Perform physical tasks that require coordination, strength, dexterity and stamina
- Use a computer for preparing reports, records and correspondence.
- Use two-way radio communications equipment and speak clearly
- Remain calm and work effectively in stressful situations

### **PHYSICAL DEMANDS-WORKING CONDITIONS:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

#### Environment:

Reactive emergency, natural or man-made disaster, and routine fire prevention environments with travel from site to site; the employee regularly works near moving mechanical parts and in areas of limited and restricted entry and exit; regularly exposed to outside weather conditions and wet and or humid conditions; occasionally works in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock, radiation, drowning and asphyxiation; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident.

#### Physical:

Performs strenuous physical activities associated with fire and emergency situations. Primary functions require sufficient physical ability to work in a emergency response setting; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate fire suppression and medical response equipment, apparatus, and tools; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various location.

#### Vision:

See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### Hearing:

Hear in the normal audio range with or without correction.