CITY OF ALBANY
FIRE CAPTAIN

Under direction, performs a variety of administrative, supervisory, and technical duties involved in planning, coordinating, assigning, directing, and participating in fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention and inspection, fire investigation, and related services and activities of an assigned engine company; oversees and manages a department-wide major function including administrative programs; ensures that all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Fire Chief. Exercises direct supervision of Fire Lieutenants, Fire Engineers, and Fire Fighters.

Class Characteristics
Positions in this class are responsible for administrative, supervisory, and technical duties in leading program level functions within the department. Incumbents in this class oversee an assigned engine company, and provide leadership for ongoing fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention and inspection, fire investigation, and related services and activities. Positions at this level typically participate in the more complex functions of the work unit in addition to having direct supervisory responsibility.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, coordinates, assigns, directs, and participates in fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention and inspection, fire investigation, and related services and activities for an assigned engine company; ensures all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies.
- Participates in planning, organizing, and coordinating goals, objectives, policies, and procedures; prepares staff reports.
- Directs, coordinates, supervises, and reviews the work plan for assigned personnel; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Responds to alarms involving fire, medical aid, hazardous substances, and rescue work; assumes incident command as required and conducts assessment tactics, strategy development, and implementation; supervises, directs, and participates in firefighting duties, equipment and apparatus operations, search and rescue services, rendering first aid and basic life support, and the control and clean up of hazardous materials spills and releases.
- Assists in conducting, supervising, and participating in fire cause and origin determinations; determines preliminary origin and cause of fire at emergency scenes; obtains and preserves evidence.
- Inspects businesses, residences, schools, and industrial areas to ensure compliance with fire codes; notifies property owners of code violations and takes follow-up action to assure they are corrected.
- Supervises and participates in public education and public relations activities; coordinates public relations activities and interacts with various news media; designs, develops, supervises, and
participates in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.

- Completes and prepares a variety of forms, reports, and recommendations; prepares emergency scene reports; prepares accident, injury, and exposure reports; reviews reports submitted by subordinate staff.
- Supervises and participates in the maintenance and testing of department apparatus and equipment; maintains, repairs, logs, and performs specification design on Department apparatuses; conducts research for special equipment; supervises and conducts maintenance and repairs of radios, phones, and alert monitors; plans and reviews the maintenance, testing, and repair to self-contained breathing apparatus; evaluates, maintains, and replaces personal protective equipment and station uniforms for assigned personnel; maintains medical aid equipment and supplies.
- Serves as Department Training Officer, as assigned; prepares the master training schedule and maintains individual training records; prepares and submits training reports and makes recommendations on training needs and programs; supervises and personally participates in the administration of Department training programs.
- Directs and participates in fire station buildings and grounds maintenance; determines need for equipment and station maintenance and repair and assigns personnel to perform necessary work; directs the cleaning of quarters, equipment, and apparatus.
- Maintains skill levels, new equipment and procedure familiarization, and certifications that are relevant and/or required for assigned responsibilities; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, and technical rescue.
- Provides staff assistance to the Fire Chief; participates in the development and implementation of emergency plans; prepares and presents staff reports and other correspondence as appropriate and necessary; performs a full range of other departmental administrative duties.
- Assists in the development and administration of the Department budget; purchases assigned items; forecasts future budget needs.
- Prepares and maintains Department shift schedules; approves and processes times sheets and other items related to payroll; oversees and processes leave requests and approvals.
- Serves as liaison for the Fire Department with other divisions, departments, and outside agencies; ensures and maintains compliance in reporting and notifying local, State, and Federal agencies and non-governmental organizations.
- Responds to emergencies during non-duty hours, as required.
- Performs related duties as assigned.

Knowledge of:

- Operations, services, and activities of an emergency service operation including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and related services and activities.
- Principles and practices of supervision, training, and performance evaluation.
- Basic principles and practices of program development and administration.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.
- Principles, practices, and procedures used in modern firefighting and in the protection of lives and property.
- Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other fire fighting and emergency medical apparatus and equipment.
- Mechanical and hydraulic principles of fire apparatus.
- Methods and techniques of basic life support and rescue.
- Principles and practices of disaster preparedness, response, and recovery.
- Hazardous materials and chemical spill response techniques.
• Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.
• Principles of combustion and cause of fire.
• Principles of building construction and fire protection systems.
• Geography and street layout of the City and surrounding area.
• City water system, fire hydrant locations, fire sprinkler/standpipe systems, and preventive maintenance of said systems.
• Current safety practices as they relate to equipment and procedures involved in the fire service.
• Pertinent federal, state, and local laws, codes, and regulations.
• Methods and techniques of public relations.
• Mathematical concepts and principles.
• Appropriate safety precautions and procedures.
• Record keeping and basic report preparation principles and practices.
• Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

• Oversee and participate in services and activities of assigned engine company including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated services and activities.
• Direct and coordinate the work of lower level staff.
• Supervise, train, and evaluate staff of an assigned engine company.
• Maintain effective discipline and morale.
• Take command of the fire station, fire scene, or other emergency situations.
• Coordinate and conduct fire training programs.
• Complete and prepare a variety of forms and reports; prepare a variety of technical and operational reports.
• Retain presence of mind and act quickly and calmly in emergency situations.
• Analyze emergency situations and develop appropriate courses of action.
• Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.
• Operate apparatus and equipment used in modern firefighting activities.
• Demonstrate mechanical aptitude as required in the operation of firefighting equipment.
• Inspect, troubleshoot, and repair a variety of fire suppression, emergency medical, and associated vehicles, apparatus, and equipment.
• Render emergency medical care as necessary.
• Deal effectively with upset or emotional persons or patients.
• Prepare and present public information and educational programs.
• Respond to requests and inquiries from the general public.
• Work varied shifts, on weekends or during holidays.
• Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions.
• Observe and follow safe firefighting, EMS, and work practices.
• Deal politely and effectively with the public.
• Oversee the maintenance and repair of department equipment, apparatus, and facilities.
• Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
• Operate modern office equipment including computer equipment and specialized software applications programs.
• Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
• Communicate clearly and concisely, both orally and in writing.

Education and Experience
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade, supplemented by 450 hours of fire related training outside the department and 32 units of course work in Fire Science and five years of service as a member of the Albany Fire Department or one year as a Fire Lieutenant with the Albany Fire Department.

- OR –

Six years of full-time professionally paid experience as a Fire Fighter of which at least three years have been served with the Albany Fire Department.

A Bachelor’s degree from an accredited college or university with major course work in Fire Science, Business Administration, or Public Administration, or a valid Certified Chief Officer certificate may be substituted for a Certified Fire Officer certificate.

Licenses and Certifications
Valid California Driver’s License.
Possession of a Fire Prevention 1C – Flammable and Combustible Liquids certificate.
Possession of an Investigation 1B Techniques of Fire Investigation certificate.
Possession of valid EMT and CPR certificates.

Physical Demands
Must possess sufficient physical ability to work in an 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 more heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; operate fire suppression and medical response equipment, apparatus, and tools; requires a sense of touch, finger dexterity, and gripping with hands and fingers; to speak and hear to exchange information; to operate a vehicle to travel to various locations; maintain corrected hearing and vision to normal range; specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; to hear in the normal audio range with or without correction.

Environmental Elements
Employees work in 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, but occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident.