

City of San José
CLASS SPECIFICATION

TITLE: Fire Captain (2313)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Fire	Battalion Chief	Non-Exempt

CLASS SUMMARY

Under direction, performs responsible fire supervisory assignments, such as commanding firefighting companies and supervising fire station activities and maintenance operations. May also be assigned as an administrative Officer assigned to a 40 hour work week responsible for all Bureau related responsibilities as assigned.

DISTINGUISHING CHARACTERISTICS

An incumbent is the Fire Department's first line supervisor responsible for the discipline, safety, performance, and training of personnel in the classes of Firefighter, Fire Engineer, Fire Prevention Inspector and Arson Investigator. The incumbent is responsible for supervising emergency and non-emergency situations in any Fire Department Bureau until relieved by a superior officer. Work may involve physical exertion and risk to personal safety. Direction is normally provided by a Battalion Chief. The incumbent may be assigned to any Fire Department Bureau and assignments to Fire Department Bureaus may be rotated periodically to attain and maintain a high level of proficiency in the Fire Captain level.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Applications accepted after July 1, 2016:

Education and Experience

Graduation from high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) and five (5) years of experience in any sworn fire classification below Fire Captain in the San Jose Fire Department.

Required Licensing (such as driver's license, certifications, etc.)

- California State Fire Marshal Fire Officer Certification, *OR* completion of all course work required for California State Fire Marshal Company Officer certification.
- Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.

Applications accepted after July 1, 2017:

Education and Experience

Completion of an A.A. or A.S. degree from an accredited college or university and five (5) years of experience in any sworn fire classification below Fire Captain in the San Jose Fire Department.

Acceptable Substitutions: Four (4) additional years of full-time paid experience in an organized fire department, including two (2) additional years at any rank below Fire Captain with the San Jose Fire Department, maybe substituted for the A.A. or A.S. degree.

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Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Knowledge of:

- Practices, procedures and equipment used in fire-fighting, fire prevention and saving lives and property.
- Operation and maintenance of fire and rescue equipment.
- Codes and ordinances enforced by the Fire Prevention Bureau.
- Laws and regulations which govern the Fire Department, hazardous and flammable materials, evidence of arson, and presentation of evidence in court.
- Panic and crowd control, building evacuation techniques and traffic rules.
- Modern training methods and training equipment.

Desirable Qualifications

(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Ability to:

- Effectively supervise employees and equipment under emergency conditions.
- Supervise and inspect the maintenance of fire equipment.
- Investigate and determine the cause of fires.
- Train Fire personnel in the use of fire equipment.
- Inspect buildings and interpret the laws, ordinances and regulations which govern the Fire Prevention Bureau.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Responds to alarms received in an assigned district and directs the routes to be taken to the fire.	Continuous
2.	Makes decision as to the best methods of extinguishing the fire and saving lives until relieved of command by a superior officer.	Continuous
3.	Supervises the laying of hoses, direction of water streams, pressure of streams, placing of ladders, ventilation of building, rescuing of persons, administering of first aid, placing of salvage covers, and cleaning up the premises after the fire has been extinguished, sees that all company equipment is returned to its proper place after the fire has been extinguished.	Continuous
4.	Assures a proper state of company readiness by supervising drills and training sessions, inspects and supervises the maintenance of a fire station and fire equipment; conducts roll call.	Continuous

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5.	Keeps a daily log of company activities.	Continuous
6.	Studies and becomes familiar with district streets, water supplies, building occupancy and contents, alarm boxes, non-ambulatory citizens and other district features relating to fire safety.	Continuous
7.	May perform the more difficult inspections of all buildings to ensure compliance with State and local laws.	Occasional
8.	May arrest arson suspects; may carry firearms while investigating fires involving suspected arson.	As Required
9.	Performs training duties in the Bureau of Education and Training and coordinates and conducts the training of Plant Industrial Fire Brigades.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY Rev. 7/80, Rev. 6/84, Rev. 4/98, Rev. 6/13, Rev. 10/16; s004