



## City of Greenfield

# FIRE CAPTAIN

---

Job Title:	Fire Captain
Department:	Fire Department
Reports To:	Public Safety Director
Employee Type:	Fulltime
FLSA Status:	Non-exempt
Effective Date:	03.2025

---

### **Definition**

Under general supervision of the Public Safety Director (PSD) and Assistant Public Safety Director (APSD), plans and oversees fire and EMS operations, including training; works with the APSD to oversee fleet maintenance, facilities maintenance, equipment maintenance, and purchasing supplies; ensures staff conformance with City and Department policies and procedures; coordinates assigned activities with other fire department platoons and divisions, city departments, and outside agencies and serves as incident commander of major emergencies; provides responsible and complex administrative support to the PSD and APSD; leads and supervises assigned station personnel of an assigned shift; fosters and maintains a high level of operational readiness of assigned personnel and equipment; directs and supervises emergency and non-emergency operations; manages sub-Department-level program(s); fosters and maintains a cooperative and safe work environment; performs other related duties as assigned.

### **Class Characteristics:**

Report to and receives general directions from the PSD and APSD. Exercises direct supervision, management, and leadership of assigned personnel, department-wide programs and administrative projects. This sworn safety class also has overall responsibility for a fire station facility, personnel, and equipment on an assigned work shift. Provides leadership and supervision to accomplish the Department's mission in accordance with applicable laws and regulations, and City and Department policies and procedures; While incumbents are normally assigned to a specific fire station and work shift, incumbents may be required to work other shift schedules and/or at multiple stations as assigned to meet the operational and/or administrative needs of the Department.

### **Essential Job Functions**

Duties may include, but are not limited to:



## City of Greenfield

- Direct and supervise fire suppression, emergency medical services, hazardous material responses, and general service responses and activities
- Direct and supervise fire suppression personnel in the performance of non-fire activities
- Direct emergency operations as the Incident Commander of emergency incidents, or perform other ICS functions/positions at multi-alarm emergency incidents
- Perform as a strike team leader for in-county strike teams
- Once qualified, perform as a strike team leader for out-of-county strike teams
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures
- Take appropriate personnel actions regarding subordinates' job performance
- Ensuring operational readiness of assigned apparatus, equipment, and personnel
- Ensuring facility and operational safety
- Responding to emergency and non-emergency requests for assistance to protect life, property, and the environment in accordance with departmental policies and procedures
- Directing emergency and non-emergency operations, including fire suppression, hazardous materials incidents, vehicle collisions, rescues, and medical emergencies
- Select, train, motivate, and evaluate fire department personnel; provide or coordinate personnel training; work with employees to correct deficiencies; implement discipline and termination procedures as necessary
- Prepare reports to the PSD and/or APSD regarding budget and expenditure items
- Inspect station(s) and company(ies) for operational readiness
- Monitor company compliance with department-wide training schedule and/or objectives
- Attend, participate, and represent the fire department in professional group meetings and/or community meetings; stay current on new trends and innovations in the field of fire suppression, prevention, and administration



## City of Greenfield

- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within department policy, appropriate service and staffing levels
- May occasionally serve as the APSD for Fire Operations Only
- Preserving on-scene evidence and conducting preliminary cause and origin investigations
- Conducting and supervising pre-emergency planning, inspection, and prevention activities
- Conducting self-training to maintain required knowledge and skills
- Attending special schools, conferences and/or seminars as required or assigned
- Conducting or participating in presentations to local organizations and groups
- Promotes and maintains effective relations with staff and the public. Performs special projects as assigned. Promote and develop safe work practices in the workplace. Promotes mission, organizational values, goals and objectives of the Department.
- Promoting and maintaining a safe workplace
- Performing all other related duties as assigned or applicable to this position.

### Minimum Qualifications

#### **Education:**

Equivalent to graduation from high school and completion of at least 30 college-level semester units of accredited fire technology or other relevant coursework; undergraduate college degree highly desirable. If an external candidate, completion of a California Office of the State Fire Marshal- accredited Fire Academy.

Experience: Five years of full-time firefighting experience in a municipal fire department or special district providing fire protection services.

#### **Knowledge and Abilities:**

- Principles and practices of supervision and personnel resource allocation
- Training methodology and techniques
- Principles and practices of fire department operations, organization and management



## City of Greenfield

- Incident Command Systems (ICS), fire tactics and strategy and major incident operations
- Principles of management, supervision, leadership, and customer service
- Fire suppression, emergency medical, hazardous materials, and rescue procedures
- Fire chemistry and hazardous materials including flammable liquids, explosives, gases, toxic and radioactive materials
- Applicable Federal and State and laws and regulations, and local ordinances relating to fire prevention and life safety, and arson
- Geographic layout of City streets, hydrants and other local public safety landmarks
- Techniques of supervising personnel and managing emergency incidents
- Applicable laws, regulations, and standards relating to workplace safety. Ability to:
- Lead and direct the operation of personnel and equipment under both routine and emergency conditions
- Research and evaluate complex data and problems, analyze information, critical situations, policies , and procedures and recommend effective implementation
- Effectively administer assigned budgets and staff
- Assess situations and make sound decisions quickly under emergency conditions
- Effectively direct, lead, motivate and supervise personnel
- Understand, interpret and carry out verbal and written orders
- Communicate effectively orally and in writing
- Schedule, plan, assign, organize, supervise and evaluate work of subordinates
- Effectively instruct technical and administrative topics relating to fire department operations
- Establish and maintain effective working relationships with co-workers, other City staff, outside agencies/organizations, and the general public
- Positively lead subordinates by effectively representing and promoting City and Departmental missions, goals, objectives and organizational values
- Understand and follow verbal and written instructions
- Promote the mission, values and performance standards of the department, with focus toward providing high quality public service.



## City of Greenfield

### **Certification(s), Examination(s), and/or License(s) Required:**

- Possession of a valid California Class C, Class B, or Class A Driver License with a Firefighter Endorsement and satisfactory driving record
- Possession and maintenance of either (1) a current Emergency Medical Technician certification, or (2) an Emergency Medical Technician–Paramedic license as a condition of continued employment
- Proof of Completion of California State Board of Fire Services Company Officer 2A, 2B, 2C, 2D, 2E, and Instructor I at time of application; **Candidate must complete the requirements for California State Board of Fire Services Company Officer Certification within six (6) months of appointment date**
- Possession of California State Fire Services Chief Fire Officer certification within 2 years of appointment.
- Possession of Incident Command System (ICS) 400 Certificate within 1 year of appointment. If an external candidate, possession of a recognized Candidate Physical Agility Testing (CPAT) Certificate dated not more than 120 days prior to the closing date of application for this position classification
- If an external candidate, satisfactory completion of a pre-employment background investigation
- If an external candidate, satisfactory completion of a pre-employment medical examination.

### **Working Conditions:**

Required to wear protective clothing and equipment, carry tools, and wear self-contained respiratory equipment often with an aggregate combined weight of 100 pounds or more while performing emergency tasks; work in environments from very cold to very hot, and also potentially very wet; respond immediately to alarms from a standstill or sleep; lifting and carrying heavy equipment and/or persons; perform work on ladders, roofs, below grade, in confined spaces, on uneven ground, and conditions with limited vision.

Must be willing to work evening, night, weekend and holiday shifts, pass a detailed background investigation and pre-employment medical examination, and work in potentially dangerous and life-threatening situations.