CITY OF EL CERRITO

FIRE CAPTAIN AND FIRE CAPTAIN – PARAMEDIC ASSIGNMENT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform supervisory and technical work in fire suppression, emergency rescue, fire inspections, fire investigations and training activities; to perform advanced life support, emergency medical services and to engage in fire fighting, rescue and all other emergency services and prevention activities in protecting life, property and the environment; to drive, operate and maintain all fire department apparatus and equipment; to conduct, assist and participate in training programs, to participate in inspection programs and related fire prevention activities, public education, and to do related work as necessary, assigned, or required.

Fire Captain when Assigned as Fire Prevention Officer
Under the supervision of the Fire Marshal, perform a variety of fire protection and fire inspection activities. Conduct plan review and fire inspections for public and private commercial and residential occupancies. Conduct the Fire Hazard Abatement program. Develop, implement and enforce fire law, regulations, standards and codes. Perform fire inspections. Develop, implement and deliver public education programs.

DISTINGUISHING CHARACTERISTICS

This classification encompasses the full range of fire captain duties.

Fire Captain – Paramedic Assignment is distinguished from other classifications within fire suppression services in that incumbents are assigned primary responsibility for rendering Basic Life Support and Advanced Life Support level medical care in addition to performing Fire Captain duties.

SUPERVISION RECEIVED AND EXERCISED

Received direction from a Battalion Chief or the Fire Chief.

Exercises direct and indirect supervision over sworn and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

FIRE CAPTAIN:

Plans and execute work assignments of fire personnel in an assigned company.

Responds to fire alarm as a company officer, and as such are responsible for the supervision, performance and safety of assigned firefighting personnel on the scene of an emergency incident.

Directs fire fighting and rescue operations until relieved by a superior officer.

Operates radiotelephone equipment.

Supervises and assists in rendering first aid at an emergency incident; operate as scene coordinator for Advanced Life Support (ALS).

Directs the cleaning of quarters, equipment, and apparatus at a fire station.

Essential Functions (FIRE CAPTAIN) cont.

Performs a wide variety of general staff, works as assigned.

Assists in coordinating the maintenance and repairing of fire suppression equipment and facilitie0s such as hydrants, trucks, and support equipment.

Inspects personnel and maintains discipline.

Obtains and otherwise preserves evidence at a fire scene.

Supervises and participates in the inspection of buildings and installations for fire hazards and fire safety systems as required by State laws and City ordinances.

Identifies the fire training needs of company personnel including such areas as the driving and operation of equipment and sees that the necessary training is provided.

Performs full range of fire fighter duties as needed.

Prepares reports and maintains records.

Supervises, trains, and evaluates assigned staff.

Knowledge and active use of office technology and communications.

FIRE PREVENTION OFFICER ASSIGNMENT:

Conduct plan review and fire inspections for public and private commercial and residential occupancies.

Conduct the Fire Hazard Abatement Program.

Develop, implement and enforce fire law, regulations, standards and codes.

Perform Fire investigations.

Develop, implement, and deliver public education programs.

FIRE CAPTAIN – PARAMEDIC ASSIGNMENT:

Responds to emergency calls and provide immediate Basic Life Support and Advanced Life Support care to sick and injured patients.

Responsibilities at medical emergencies include: open and maintain airways, administer positive pressure ventilation, cardiac resuscitation and defibrillation, control bleeding, treatment for shock, immobilize fractures and spinal stabilization, assist in childbirth and treat obstetric patients, manage mentally disturbed patients, treat burn victims, treat alcohol/drug overdose and poison patients.

Provides medical treatment and care as specified in the contra Costa County Pre-Hospital Care Manual.

Administers medication as prescribed by the Contra Costa County Field Treatment Guidelines.

Completes staff assignments as assigned.

Essential Functions (FIRE CAPTAIN – PARAMEDIC ASSIGNMENT) cont.:

Adheres to and follows all Contra Costa Emergency Medical Services policies and procedures, and field

treatment guidelines.

Serves as Staff Officer as required

Marginal Functions:

Performs related duties and responsibilities as necessary and/or assigned.

If qualified, serve as Battalion Chief in his absence.

QUALIFICATIONS

Knowledge of:

FIRE CAPTAIN:

Principles, practices, and procedures of modern fire fighting and protections of lives and property.

Rules, regulations, and operational procedures of the Fire Department in modern firefighter activities.

Principles and practices of organization, administration, and personnel management.

Local geography, including the location of water mains and hydrants and the major fire hazards of the City.

Modern office practices, procedures, methods and equipment.

FIRE CAPTAIN – PARAMEDIC ASSIGNMENT:

Medical treatment and care as specified in the Contra Costa County Pre-Hospital Care Manual.

Administration of medication as prescribed by the Contra Costa County Field Treatment Guidelines.

Contra Costa Emergency Medical Services policies and procedures, and field treatment guidelines.

Ability to:

Think and act quickly and effectively in emergencies.

Conduct preliminary fact-finding inspections and investigations, including evidence gathering and presentation.

Operate apparatus and equipment used in modern fire fighting activities.

Supervise, train, and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Demonstrate physical endurance, agility, strength and stamina in the performance of hazardous tasks under emergency conditions.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

FIRE CAPTAIN:
Two years of municipal fire suppression and prevention experience.

FIRE CAPTAIN – PARAMEDIC ASSIGNMENT:
Experience as a Paramedic in an active progressive paramedic program.

Training:

FIRE CAPTAIN:
Equivalent to completion of the twelfth grade supplemented by college level courses in fire science, fire administration or a related field.

FIRE CAPTAIN – PARAMEDIC ASSIGNMENT:
Graduation from a paramedic training program that meets the requirements for licensing in the State of California.

Certification in Advanced Cardiac Life Support.

Licenses/Certificates/ Other requirements:

FIRE CAPTAIN:
Possession of, or ability to obtain, and appropriate, valid California driver's license.

Possession of valid Firefighter's II and I certificates, Apparatus Operator I and II certificates, and Fire Officer certification.

Special qualifications and/or successful completion of specific California State Fire Board accredited courses may be required.

Special qualifications and/or successful completion of specific college-level training may be required.

FIRE CAPTAIN – PARAMEDIC ASSIGNMENT:

Maintain Paramedic License/Accreditation meeting All State of California and Contra Costa County requirements.

Maintain Advanced Cardiac Life Support (American Heart Association) Certification.

Maintain Pediatric Advanced Life Support (American Heart Association) Certification.

Maintain Basic Trauma Life Support or Prehospital Trauma Life Support (National Association of Emergency Medical Technicians) Certification.

Current/Continuous Paramedic License with the State of California.

Current/Continuous Accreditation with Contra Costa County Emergency Medical Services.

Maintain all licenses/certificates required to perform as a paramedic.

PHYSICAL DEMANDS

Sitting:	Occasionally to Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Occasionally
Stooping:	Occasionally	76 to 100 lbs:	Occasionally

Kneeling:	Occasionally	100 + lbs:	Occasionally
Crawling:	Occasionally		
		Carrying:	
Climbing:	Occasionally	up to 10 lbs:	Frequently
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Occasionally
Turning:	Occasionally	76 to 100 lbs:	Occasionally
Jumping:	Occasionally	100 + lbs:	Occasionally

Pushing/Pulling:	
up to 10 lbs:	Frequently
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Occasionally
51 to 75 lbs:	Occasionally
76 to 100 lbs:	Occasionally
100 + lbs:	Occasionally

Grasping – firm:	Occasionally to Frequently
Finger dexterity:	Occasionally
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination	-	Eye-hand:	Frequently
		Eye-hand-foot:	Occasionally to Frequently
		Driving:	Occasionally to Frequently
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Occasionally
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Occasionally to Frequently
		Earplugs:	Occasionally

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, one or two step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Coordination, Analyzing, Comparing, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Precision Working, Operating-controlling, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Extreme heat or cold, Unprotected Heights, Moving machinery, Change in temperature/humidity, dust/fumes/smoke/gases/etc., toxic/caustic chemicals, Radiation/electrical energy, solvents/grease/oil, Slippery/uneven surfaces, Using computer/computer monitor screen, Explosives, vibration, flames/burning items, Works around others, Works alone, Works with others, required – safety glasses, hard hat, protective clothing.

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