

RESOLUTION NO. 4162

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
APPROVING A REVISED CLASS SPECIFICATION (JOB DESCRIPTION) FOR
THE FIRE CAPTAIN CLASSIFICATION**

WHEREAS, the City of Soledad has a job description for Fire Captain prepared in August 2000; and

WHEREAS, Koff and Associates Inc. developed an updated job description for Fire Captain in April 2007; and

WHEREAS, the Koff and Associates' Classification, Compensation and Benefit Study has yield a revised job description for the Fire Captain that the City desires to use for recruitment purposes.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Soledad that the "Fire Captain Class Specification", a copy of which is attached here to as Exhibit "A", and by this reference incorporated herein, is hereby approved.

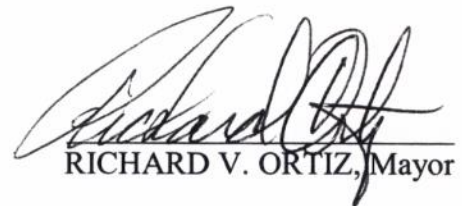
PASSED AND ADOPTED at a regular meeting of the City Council of the City of Soledad duly held on the 6th day of February 2008, by the following vote:

AYES, and in favor thereof, Councilmembers: Martha Camacho, Juan Saavedra, Patricia Stephens, Mayor Pro Tem Christopher Bourke, Mayor Richard Ortiz

NOES, Councilmembers: None

ABSTAIN, Councilmembers: None

ABSENT, Councilmembers: None


RICHARD V. ORTIZ, Mayor

ATTEST:


NOELIA F. CHAPA, City Clerk

FIRE CAPTAIN

DEFINITION

Under general supervision plans, schedules, deploys, supervises, and reviews the work of Firefighters and Fire Engineers of an assigned company; takes command of fires and other emergency incidents unless relieved by a ranking officer; performs the full range of emergency response duties as a member of a response team; coordinates and participates in non-emergency inspection, training, maintenance, and related activities; provides administrative support for specified departmental programs; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Chief. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This class performs the full range of Firefighter duties, including: responding to fire, medical, hazardous materials, and related emergency situation. This mid-management level class is responsible for both company command and for assisting the Fire Chief in managing activities throughout the City and the surrounding area to provide comprehensive fire prevention, inspection, suppression, emergency medical response, hazardous materials response, and related services. Responsibilities include assisting with the coordination of Fire Department activities with those of other City departments and fire suppression agencies, and the performance of a variety of emergency response, non-emergency maintenance, and administrative duties. This class is distinguished from the Fire Chief in that the latter has overall management responsibility for the Fire Department.

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, schedules, organizes, assigns, reviews, and evaluates the work of assigned staff.
- Provides input into selection, disciplinary, and other personnel matters; may counsel employees as required.
- Trains staff in work procedures; reviews and approves reports prepared by staff.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Participates in the development of the Fire Department's budget, including submitting budget recommendations and monitoring expenditures.
- Prepares and reviews operational reports related to assigned activities and services.
- Ensures an accurate and efficient inventory of equipment and supplies, including purchasing needed equipment and submitting equipment requests accordingly.
- Administers, coordinates, manages, and personally performs work in support of a variety of departmental programs and activities such as Emergency Medical Services (EMS), CPR, coordination of volunteers, and hazardous materials training.

- Represents the department and the City in contacts with other fire and medical response agencies.
- Provides mutual aide to other fire service and medical emergency agencies in accordance with departmental policy.
- Performs the full range of Firefighter duties, including: responding to fire, medical, hazardous materials, and related emergency situations; participating in the fire inspections of buildings and properties within the City on a regularly-scheduled basis; maintaining apparatus and vehicles in a clean and operable manner and performing basic maintenance and repair on equipment and coordinating major repairs; maintaining the station and living quarters in a clean and orderly manner and performing basic maintenance on facilities and station equipment; and participating in drills and training sessions.
- Directs firefighting operations until relieved by a higher-ranking officer, including commanding tactical and safety activities to ensure all response activities are conducted in a manner consistent with prescribed policies and procedures.
- Assists in the investigation of the cause and origin of fires and hazardous materials incidents.
- Develops and maintains effective working relationships with the community; presents a variety of educational and public service programs to children, youth, and community groups; responds to questions and comments from the public; collaborates with involved parties to reach resolutions on identified issues.
- Keeps immediate supervisor and designated others informed regarding present and potential work problems and provides solutions to address problems.
- Attends meetings, conferences, workshops, and training sessions and reviews materials to remain current on principles, practices, and developments in assigned work areas.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
- Basic administrative policies and practices, including principles and practices of developing and monitoring an accurate operational budget.
- Principles, practices, procedures, techniques, and equipment used in: fire, medical, and hazardous materials emergency response, including containment and clean-up; technical and confined response situations.
- Practices, procedures, and equipment used in fire investigations, including the ability to recognize and collect evidence.
- Basic building construction techniques and practices including operation characteristics and designs of fire protection, sprinkler, alarm, elevators, and other related systems.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Geography of the City, including locations of streets, hydrants, sprinkler and standpipe hookups, and alarm panels.
- Applicable Federal, State, and local laws, codes, and ordinances.
- Safety practices and equipment related to the work.
- Modern office practices, methods, and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Plan, schedule, assign, supervise, review, and evaluate the work of staff on an assigned shift.
- Train staff in work procedures.
- Serve as an integral part of the department's management team; including administering assigned programs and projects.
- Perform fire suppression and associated rescue and salvage work in a safe and effective manner.
- Apply the mechanics of fire fighting and emergency medical care at an EMT level.
- Operate vehicles and apparatus safely and in conformance with department procedures and traffic laws.
- Deal with hazardous materials incidents in conformance with department procedures.
- Maintain accurate records and prepare clear and accurate reports and other written materials.
- Interpret, apply, and explain complex codes, regulations, and ordinances.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions in emergency situations within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

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 (12th) grade and five (5) years of municipal fire suppression and prevention experience:

Desirable Education and Experience:

2 years as a company officer
Bilingual
State Fire Officer Certified

License:

- Valid California class B driver's license with satisfactory driving record.
- State of California Emergency Medical Technician I Certificate.
- CPR AND DEFIB CERTIFIED
- State of California Firefighter I Certificate.
- State of California PC832 certificate.
- ICS 200
- HAZ MAT FIRST RESPONDER

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility, physical strength and stamina to respond to emergency situations and use all emergency apparatus and equipment; perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders; to operate a motor vehicle and to visit various City and meeting sites; vision to discern colors and assess emergency situations, including medical incidents, to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is partially a sedentary, partially a field classification that requires operating in emergency situations and to identifying and assessing problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator, operate standard office equipment, and to operate above-mentioned apparatus and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites, and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials, objects, and individuals necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The work also involves work in the field with exposure to loud noise levels, extreme temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays and monitor radio traffic on 24-hour shifts as assigned.