

Menlo Park Fire Protection District

FIRE CAPTAIN/EMT

(Safety, full-time, non-exempt, represented, benefited position)

Class Description

Definition

Under general supervision, plans, supervises and participates in the daily station activities and emergency operations on an assigned shift; completes special projects as assigned; and performs related work as required.

Distinguishing Characteristics

This is a multiple-position management classification found in the Fire District classification series. A Fire Captain is responsible for the first-line supervision of company activities on an assigned shift. The supervisory nature of the duties include planning, organizing and directing equipment and personnel required for a wide variety of training, medical and fire emergency activities. Considerable latitude is permitted for independent action within the framework of District policies, procedures and practices.

Typical and Important Duties

(Each position in this classification may not include all of the duties listed below, nor do the examples cover all duties that may be performed.) Under general supervision:

1. Plans, organizes, directs and participates in the activities and personnel on an assigned shift or directs special function;
2. Implements and enforces District policies as directed;
2. Instructs and evaluates subordinates in their completion of work assignments and procedures.
3. Interprets procedures, policies and regulations for subordinate personnel;
4. Reviews and checks the work of assigned staff; completes and conducts periodic performance appraisals;
5. Schedules daily activities of assigned staff;
6. Responds to emergencies and directs firefighting operations of one or more fire companies at the scene of a fire or medical emergency;
7. Organizes, directs and participates in company inspections of buildings, schools and premises for fire hazards;
8. Supervises assigned staff in maintenance tasks relating to stations, equipment and grounds;
9. Develops and provides oversight of individual and group training programs for all personnel on an assigned shift;
10. Prepares and presents reports, statistics and memoranda as required;
11. Meets with and answers questions for the public;
12. Conducts staff meetings;
13. May serve as Operations Manager as required;
14. Remains current with changes in education, technology, rules, regulations, and laws related to the work; and
15. Performs other related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Firefighting principles, practices, and procedures;
- The geographic layout of the Menlo Park Fire District, names of streets and numbers, and hydrant locations;
- The operation and maintenance of various types of apparatus and equipment used by the Fire District;
- Emergency medical service techniques;
- Fire salvage and overhaul operations;
- Policies and procedures of the Fire District; and
- Principles and practices of supervision.

Ability to:

- Train, instruct, direct and evaluate employees in the performance of modern fire fighting principles, practices, and procedures;
- Work in confined spaces such as attic crawl spaces;
- Observe or monitor people's behavior to determine compliance with prescribed operation or safety standards, or to assess patient conditions;
- Make life and death decisions during emergency situations;
- Comprehend and make inferences from written material in the English language;
- Learn job related material through structured lecture and reading and through oral instruction and observation. This learning takes place in both a classroom setting and in an on the job training setting;
- Monitor objects to determine compliance with prescribed operating or safety standards;
- Work safely without presenting a direct threat to self or others;
- Communicate effectively in writing, orally, and with others to assimilate, understand and be understood, and convey information, in a manner consistent with job functions;
- Establish and maintain cooperative relationships with employees, supervisors, and the public;
- Interpret and effectively apply local, state, and federal codes, laws, and regulations;
- Explain and effectively communicate, and support District policies and procedures;
- Represent the District effectively and professionally in contacts with representatives of other agencies and the public;
- Take a proactive approach to resolving customer service issues;
- Make/recommend process improvement changes to streamline procedures;
- Assume personal responsibility for completing shared work tasks in cooperation with other members of a team living in a dormitory-like setting;
- Show tolerance, tact and respect for others in support of District policies for promoting a harmonious workplace;
- Receive direction supervisors and co-workers to accomplish shares tasks and meet team goals; readily accept criticism, mentoring and coaching;
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly use safety equipment; and
- Maintain confidentiality regarding sensitive information.
- *Skill in:*
- Applying rescue operations methods and techniques;

- Using and manipulating a variety of hand and power tools, medical equipment and instruments and apparatus;
- Basic keyboarding; and
- Operating a personal computer and appropriate worked-related applications, such as word processing, calendaring, and e-mail systems, etc.

Experience and Training

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

Experience: Two (2) years full-time responsible firefighting and emergency medical technician experience equivalent to that obtained as a Firefighter/EMT with Menlo Park Fire District.

Training: Education equivalent to an Associate in Arts degree in fire science or a related area. A Bachelor's degree in a related area is preferred.

Licenses and Certificates

All licenses and certifications must be maintained as a condition of employment.

- Possession of or ability to obtain by date of application, a valid class A,B or C California driver's license with firefighter endorsement, and a safe driving record;
- Possession of a valid, current State of California Emergency Medical Technician (EMT-1) Certificate; and
- Possession of a valid, current Basic Life Support (BLS) certificate.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to perform duties requiring frequent pulling of 50 pounds or more, such as removing hose from apparatus, pulling ceilings, starting power equipment and opening doors on the apparatus; move heavy objects long distances of more than 20 feet; bend or stoop repeatedly or continually over time to perform emergency medical services, or perform duties on the fire ground; lift arms above shoulder level to cut vent holes with an axe or to force entry into automobiles using specialized tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.; use Self-Contained-Breathing-Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases; work for long periods of time, requiring sustained physical activity and intense concentration; rely on sense of sight, hearing, touch, and smell to help determine the nature of an emergency\ and make operational decisions.

Work Environment: Mobility to work in a typical office setting or field environment with exposure to extreme fluctuations in temperature; work in a variety of weather conditions with exposure to the outdoor elements; travel across wet, slippery, rough, uneven or rocky surfaces; work at height greater than ten feet.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; may work protracted and irregular hours.

Approved: October 2012
Revised Date: March 2012
Former Titles: Captain-EMT
Abolished:
Bargaining Unit: IAFF
ADA Review:
DOT:
Physical: Class
Status: Non-exempt
EEOC Category:
Job Code:
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