

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

CAPTAIN

Revision #

Date: 9/12/2005

Approved By: Signed Copy on File

Reports to: Division Chief / Duty Chief

Supervisory Position: Yes **PFA:** Yes **Safety:** Yes **FLSA Exempt:** No

General Position Description

Responds to emergencies and performs fire suppression activities, rescue, damage control, and property preservation. Supervises activities of assigned fire company, including lieutenants, engineers, firefighters, and EMS personnel. Performs with limited supervision while complying with District Standard Operating Procedures, established protocols and directives. Maintains facilities and equipment in a state of readiness through scheduled inspections, testing and maintenance. Promotes health and safety of the department and community through education. Directs and assumes control of the fire division in the absence of the Duty Chief. May function as an Acting or Interim Chief Officer as assigned. Performs related work as required.

Principle Duties and Responsibilities

- Supervises, evaluates, trains and directs fire company personnel on a daily basis.
- Responds to emergency and non-emergency calls and performs various tasks in compliance with District SOPs and directives.
- Functions as Incident Commander or in ICS positions as assigned.
- As a team member, assesses and coordinates resources and personnel to facilitate safety.
- Supervises firefighters, fire fighting teams, and rescue teams during emergency and non-emergency operations.
- Participates and instructs in District training sessions.
- Attends and participates in extra training and staff meetings.
- Is subject to emergency recall on off duty days.
- Ensures that assigned apparatus is inspected and ready for response.

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- Issues verbal and/or written warnings when appropriate per departmental disciplinary procedures.
- Recommends suspension, demotion or termination of members as outlined in the District's disciplinary procedures.
- Promotes departmental policies, procedures, objectives, safety, and quality assurance programs.
- Participates in a quality assurance program through post-incident analysis and debriefings.
- Initiates and assists in developing and implementing improvements identified by quality assurance programs.
- Performs scheduled inspections and minor maintenance of equipment and facilities.
- Interacts effectively, professionally, and tactfully with the general public and all participating agencies, dispatch, and law enforcement.
- Conducts educational and public relations activities in fire safety.
- Perform fire cause determinations.
- Completes NFIRS, EMS, special incident and other required reports, including documentation entered into the computerized records management system.
- Performs probationary and annual evaluations of designated subordinates.
- Performs other duties as assigned by the Fire Chief or Duty Chiefs

Minimum Qualifications

As established in District Personnel Policy P-5.

Description of Duties, Abilities and Work Environment

Reference: Description of Duties, Abilities and Work Environment for Safety Personnel Category II.