

## Job Description

City of Patterson



Human Resources

## FIRE CAPTAIN PARAMEDIC (SUPPRESSION)

### JOB SUMMARY

*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.*

This is a supervisory-level classification in the professional Fire Suppression series that exercises independent judgment on diverse and specialized Suppression activities and projects and has significant accountability and ongoing decision-making responsibilities associated with the work related to emergency response and operational readiness. The Fire Captain performs Advanced Life Support care to patients of medical emergencies, organizes and oversees day-to-day company activities, including responding to routine and emergency calls, the maintenance of the assigned station, apparatus, and equipment, and the generation of required reports and logs. Responsibilities also include ensuring adherence to all Department and Operational policies, procedures, and protocols, and the dissemination of Department information to the company. This class is distinguished from the Division Chief in that the latter has overall responsibility for all crews on the assigned shift, and for developing, implementing, and interpreting public policy at the Chief level.

### SUPERVISION RECEIVED AND EXERCISED

Under the general direction of the Division Chief, is responsible for planning, implementing, supervising, and directing programs and projects at the company level; maintains personnel availability coverage; responds to emergencies and directs emergency operations until relieved by a senior officer; and performs other duties as required.

### ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Responds to fire alarms, emergency medical, and public assistance calls.

Implements the Incident Command System (ICS) guidelines in commanding and coordinating multi-company operations.

Performs emergency medical procedures as a paramedic;

Communicates regularly to company personnel, providing leader's intent and necessary guidance regarding Department initiatives, emergency response services, fire company operations, policies and procedures, and the resolution of operational issues and concerns.

Provides feedback to the Operations management team from company personnel to identify issues and concerns and communicates potential solutions.

In conjunction with the Division Chief and the Training Division, conducts regularly scheduled multi-company drills/training exercises and oversees employee training.

Participates in After Action Reviews for the benefit of the affected company members and the entire organization.

Ensures that assigned shift personnel, facilities, equipment, and systems, including hydrants, are fully prepared for all types of emergency responses.

Consistently communicates and enforces Department policies, procedures, and safety standards in order to maintain a disciplined, highly performing suppression staff.

Conducts safety inspections, investigates accidents and complaints, ensuring adherence to Department policies and procedures as well as performance standards.

Facilitates the implementation of various Department and Division strategic initiatives at the company level through active budgetary and personnel management, effective empowerment, and follow-up.

Writes clear, concise reports as necessary and maintains accurate, up-to-date records and logs.

Regularly reviews suppression performance levels and addresses any performance concerns at a company and/or individual level.

Writes and conducts employee performance appraisals, providing coaching and counseling, and related career development guidance.

Participates in the delivery of fire safety classes and public education demonstrations.

Acts as a courteous and professional Department liaison to the public when answering questions, receiving complaints, or hosting station visits.

## **MIMIMUM QUALIFICATIONS**

In general, the Fire Captain will need the following skills, knowledge, and attributes to be successful in fulfilling the responsibilities of the position:

**Knowledge of:**

Department Administrative and Operations policies, procedures, and performance standards.

Duties and responsibilities of Firefighter and Engineer classifications.

Emergency medical procedures and techniques at the Advanced Life Support (ALS) level as prescribed in Title 22-California Code of Regulations;

Budget preparation and administration in support of the achievement of established operational and Department goals and objectives.

Principles, practices, and techniques of firefighting and emergency operations, including structural and wild land firefighting, rescue, hazardous materials, emergency medical care, communications equipment, fire cause and arson characteristics.

California mutual aid systems.

Theory, principles, and practices, of progressive fire service management and leadership techniques, including mentorship, professional development and training, positive performance management, participatory leadership, effective conflict resolution.

Knowledge and application of related ordinances, laws, rules and regulations, national codes and standards.

Incident Command System (ICS) guidelines related to multicompany operations.  
Effective communication and writing techniques.

Department strategic initiatives and related programs.

Department fire apparatus and equipment design, operation, maintenance, and safety factors.

Local geography and emergency resources.

High life-hazard occupancies and target hazards.

General computer systems and software applications.

**Ability to:**

Develop, direct, and manage the activities and capabilities of subordinate personnel.

Direct emergency operations, applying sound tactics and fire ground/emergency medical management principles at emergency scenes.

Recognize and assist with the protection and preservation of evidence for investigation of cause and origin.

Make sound decisions and facilitate implementation in accordance with laws, ordinances, rules, regulations, departmental policies and procedures, labor agreements.

Assist in planning, development, and implementation of goals, objectives, policies, and procedures to ensure operational effectiveness within applicable budgetary constraints.

Act as team player with excellent interpersonal skills, especially the ability to effectively interact with members of the public as well as members of Department and City staff in both emergency and non-emergency situations.

Operate vehicles and equipment in a safe manner.

Exhibit well developed written skills, including spelling, grammar, record-keeping, and report writing standards.

Exhibit well developed communication skills, including verbal commands, presentation skills, and ability to effectively facilitate training sessions, meetings, and projects.

Exhibit well developed organization skills with the ability to be flexible and to multi-task.

Exhibit well developed analytical skills with the ability to prepare and analyze data.

Read maps and floor plans.

Ensure fulfillment of daily duties and assignments at crew level.

Utilize computers and computer software for information retrieval, analysis and planning, records management, status tracking, report and memo writing, and time management.

Remain clear-headed and diplomatic in stressful situations.

Apply well developed listening and information gathering skills toward objective problem solving and conflict resolution.

## **EXPERIENCE AND CERTIFICATION(S)**

EMT-1-D; CPR; California State Board of Fire Services Firefighter I and Firefighter II; Completion of all courses of the California State Board of Fire Services Fire Officer series.

### **Experience:**

Three years full time firefighting experience in the position of Firefighter or above within the City of Patterson.

**Education:**

Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate.

**License or Certificate:**

Possession of a valid California driver's license in compliance with California Department of Motor Vehicles regulations and requirements related to the driving and operating of fire apparatus. Maintenance of a valid California driver's license with the appropriate endorsements, qualifications, and medical clearances is required as a condition of employment for the position of Fire Captain. Valid National Registry EMT-P Certification or California Paramedic License with current and continuous certification in Advanced Cardiac Life Support, Pediatric Advanced Life Support and trauma (BTLS or PHTLS) or PEPP (Pediatric Education for Prehospital Professionals). All certifications must remain current and not expire during first six months of employment.

**NECESSARY SPECIAL REQUIREMENTS**

Must be 21 years of age or older.

Must be a non-smoker.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

**PHYSICAL REQUIREMENTS**

**Environmental Conditions:**

While performing the duties of this job the employee occasionally works outdoors, which may include occasional exposure to wet, humid, hot, and inclement weather conditions. The employee may work near moving mechanical parts, under hazardous, life-threatening conditions, such as, but not limited to, heights, confined spaces, temperature extremes, crowds, loud noises, limited visibility, the presence of hazardous materials, the presence of victims of death and/or dismemberment. The employee must work effectively as a team member and/or leader of a fire company.

**Physical Conditions:**

While performing the duties of this job, the employee is frequently required to use hands and fingers to write, operate computer keyboards and complex radio computer equipment, handle or

feel objects, tools or controls. The employee is occasionally required to stand, walk, sit or reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, jog, or run.

The employee must occasionally lift and/or move up to 65 pounds without assistance and up to 300 pounds with assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must have the ability to drive vehicles, operate a personal computer, read small print on documents and maps, detect subtle shades of color, hear and speak well enough to communicate over the telephone, radio and in person at distances up to 50 feet over noise of equipment; must be physically fit enough to carry fire equipment as needed, walk over rough terrain, climb hills, open and close heavy gates, load and unload vehicles, and work outdoors for long periods of time in all types of weather conditions; safely wear and work in a self-contained breathing apparatus (SCBA) without medical or physical restrictions.

### **Working Conditions**

Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements, remain awake for long periods of time (including 24 hour periods) under strenuous situations, remain oncall 24 hours a day, attend meetings, seminars and conferences during or after work hours, travel out of town or out of state for several days at a time, work under adverse conditions such as those inherent in emergency firefighting situations, consistently follow through with duties/assignments and work harmoniously with subordinates and superiors, wear approved uniform. Report for work on a regular, consistent basis and maintain an acceptable attendance record in accordance with Department policy.

Established: 7/15/2014