

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: FIRE CAPTAIN**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>JANUARY 15, 2025 (Revised)</b>
<b>COUNCIL APPROVAL:</b>	<b>OCTOBER, 1975</b>
<b>JOB CODE:</b>	<b>0101</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>HBFA</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

To administer the operations of a fire company or program activity in order to protect the lives and property of citizens.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Fire Battalion Chief

Supervises: Fire Engineers, Firefighter Paramedics, Firefighters

**EXAMPLES OF ESSENTIAL DUTIES**

- Administers the day-to-day operations of a particular fire company including the supervision of fire company personnel, the operation and maintenance of fire equipment, apparatus, and station facilities
- Responds to alarms received; directs the routes to be taken to the fire, and assumes command of the fire control activities until relieved by a superior officer
- Plans, supervises, and conducts individual and company training activities
- Develops Community Risk Reduction strategies, maintenance and training programs as assigned
- Compiles records and writes reports relative to personnel, emergency responses, inspections, station facilities, and other related activities
- Coordinates and supervises fire company Community Risk Reduction programs
- Enforces and implements all department policies, regulations, and procedures
- Conducts preliminary fire investigations to establish cause and point of origin
- Conducts pre-fire planning surveys and develops fire ground methodology
- Performs other related duties

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add,*

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*modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Note: All required coursework, certifications, time employed, and other requirements must be completed by the time of appointment**

**Knowledge of:**

- Fire behavior and the principles, practices, and procedures of modern firefighting and fire prevention including rescue, salvage, emergency medical, and hazardous materials work
- The operation and maintenance of various types of apparatus and equipment used by the Fire Department
- Geography of the City, the location of water mains and fire hydrants, and the location of major fire hazards in the City

**Ability to:**

- Supervise the effective use of fire equipment and apparatus

**Experience:** Minimum of five (5) years of full-time experience as a Firefighter, Firefighter Paramedic, Fire Engineer, or a combination of these roles with the Huntington Beach Fire Department. One (1) year of full-time experience as a professional Firefighter, Firefighter Paramedic, or Fire Engineer from another municipal, state, or federal agency may be applied towards fulfilling the five-year requirement.

**Education:**

High School Diploma or G.E.D. equivalent and:

1. CA State Board of Fire Services (SBFS) certification as a Fire Officer **or**
2. Meet all course requirements from the current Procedures Manual for CA State Fire Training (SFT) Company Officer Certification. The task book does NOT need to be opened yet.

Recommended courses that support the development of knowledge and skills:

1. I300: Incident Command System 300
2. S-215 or equivalent
3. S230: Crew Boss

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4. S231: Engine Boss
5. S290: Intermediate Wildland Behavior - Classroom

**License/Certifications:**

- Valid California Class C driver license with Firefighter endorsement
- Valid CA Emergency Medical Technician (EMT) certification or Valid CA EMT-P (Paramedic) License

**SPECIAL CONDITIONS**

Employees who may drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice Program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Perform strenuous physical labor for extended periods of time requiring physical strength, dexterity and endurance, which includes: standing, walking, running, sitting, grasping, bending, stooping, kneeling, climbing, twisting, turning, balancing, pulling, and lifting and carrying, on a regular basis. Hear and speak to the general public and co-workers and read and understand technical materials related to firefighting, prevention, and departmental regulations. Exposure to extreme heat, smoke, dust, fumes, and inclement weather, noises such as, but not limited to, sirens, alarms, diesel engines, pumps, power saws and hydraulic tools and hazardous materials and infectious or communicable diseases.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. 1/17/2018 jd  
Rev. 2/2024 pa  
Rev. 10/3/2024 sr