


CITY OF HUNTINGTON BEACH CLASS SPECIFICATION	
TITLE: FIRE CAPTAIN	

PERSONNEL COMMISSION APPROVAL: COUNCIL APPROVAL:	<u>FEBRUARY 27, 2024</u> OCTOBER 16, 2024 <u>JANUARY 15, 2025</u> (Revised) OCTOBER, 1975
JOB CODE: EMPLOYMENT STATUS: UNIT REPRESENTATION: FLSA STATUS: EEOC CODE:	0101 REGULAR FULL-TIME HBFA NON-EXEMPT PROFESSIONALS

DUTIES-JOB SUMMARY

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

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SUPERVISION RECEIVED AND EXERCISED


Reports to: Fire Battalion Chief
Supervises: Fire Engineers, Firefighter Paramedics, Firefighters

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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 fire cause and point of origin
- Conducts pre-fire planning surveys and develops fire ground methodology
- Performs other related duties
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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, modify, change or rescind work assignments as needed.

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MINIMUM QUALIFICATIONS

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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:

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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 work, and emergency medical work 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. ~~May substitute one (1) year of full-time experience as a professional Firefighter, Firefighter Paramedic, or Fire Engineer from another municipal, state, or federal agency towards fulfilling the five-year requirement.~~ 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.

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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.

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

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License/Certificates/Certifications:

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

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~~California State Fire Training certification as a Chief Fire Officer or California State Fire Training, Company Officer certification or Completion of Company Officer six course plan including:~~

1. ~~Company Officer 2A: Human Resources Management~~
2. ~~Company Officer 2B: General Administration Functions~~
3. ~~Company Officer 2C: Fire Inspections and Investigations~~
4. ~~Company Officer 2D: All-Risk Command Operations~~
5. ~~Company Officer 2E: Wildland Incident Operations~~
6. ~~Instruction I: Instructional Methodology~~

~~Recommended courses that support the development of knowledge and skills:~~

1. ~~I300: Incident Command System 300~~
 2. ~~S230: Crew Boss~~
 3. ~~S231: Engine Boss~~
- ~~S290: Intermediate Wildland Behavior Classroom~~

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.

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4. **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.

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PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have

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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

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