
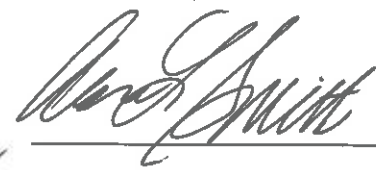



Scotts Valley Fire Protection District	
POLICY: 1705 DATE APPROVED: 1/11/2017 BOARD PRESIDENT: 	SUBJECT: Fire Captain Job Description FIRE CHIEF: 

FIRE CAPTAIN

Job Description

REPORTS TO: Chief Officer


SUPERVISES: Firefighters and Engineers

BASIC FUNCTION:

The Fire Captain performs supervisory and technical firefighting and fire prevention duties on an assigned shift, evaluates performance of employees, and directs the activities of a fire company at the station, at the scene of an emergency and during other company activities. Will also perform related duties as required within any assigned Division.

Primary duties will be to:

- Take command of assigned fire stations, organize work schedules, assign personnel, and review job performances;
- Supervise the maintenance and use of all fire apparatus and other emergency equipment;
- Drill firefighters in latest firefighting techniques, including pre-plan fire extinguishment of key structures and areas in the Fire District;
- Fill out reports on all incidents;
- Lead and direct firefighters at fire sites or under emergency conditions;
- Dispatch fire apparatus;
- Supervise periodic maintenance and performance test of equipment;
- Supervise personnel in fire prevention company inspections within key areas of the Fire District;
- Conduct Fire Safety Equipment and other departmental training programs.
- Perform related work as required.

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CAPTAIN I

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an Engineer III with the Scotts Valley Fire Protection District and met all requirements for Engineer III.
- Shall complete and have on record with the Training Officer the following courses as outlined in the Career Development Guide within 18 months of appointment: Two Company Officer 2 series classes and S-231 (Engine Boss).
- If the required classes are not completed within 12 months, the probationary period will be extended to 18 months.
- Must possess and maintain a valid Class B California Drivers License.
- Maintain a current EMT certification or better.
- Shall have satisfactorily met probationary obligations through periodic employee evaluations as outlined in the Department Rules and Regulations prior to moving to Captain II.

CAPTAIN II

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a Captain I with the Scotts Valley Fire Protection District and met all the requirements for Captain I.
- Shall complete and have on record with the Training Officer the following courses as outlined in the Career Development Guide within 18 months of appointment: Two additional Company Officer 2 series classes and S-219 (Firing Operations).
- The Captain II will return to Captain I rank if the required classes aren't completed within 18 months.

CAPTAIN III

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a Captain II with the Scotts Valley Fire Protection District and met all the requirements for Captain II.
- Shall complete and have on record with the Training Officer, the following courses as outlined in the Career Development Guide within 18 months of appointment: One additional Company Officer 2 series class and S-270 (Basic Air Operations).
- The Captain III will return to Captain II rank if the required classes aren't completed within 18 months.

DESIREABLE QUALIFICATIONS:

- College degree in Fire Protection technology or related field