

Scotts Valley Fire Protection District	
POLICY: 1705	SUBJECT: Fire Captain Job Description
DATE APPROVED: 6/11/2025	
BOARD PRESIDENT: 	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 district training programs.
- Perform related work as required.

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CAPTAIN Step 1

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an *Engineer Step 4* (72 months service) with the Scotts Valley Fire Protection District and met all requirements for *Engineer Step 4*.
- Must be a department Acting Company Officer
- Shall have completed and have on record with the Training Officer at least two (2) approved courses found in the Scotts Valley Fire District Career Development Guide for Captain.
- Must possess and maintain a valid Class C Driver License with a Firefighter Endorsement or a Class B California Driver License.
- Maintain a current EMT certification or better.

CAPTAIN Step 2

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a *Captain Step 1* with the Scotts Valley Fire Protection District and met all the requirements for *Captain Step 1*.
- Shall have satisfactorily met probationary obligations through periodic employee evaluations as outlined in the Policies and Procedures prior to moving to *Captain Step 2*.
- Shall have completed and have on record with the Training Officer at least four (4) approved courses found in the Scotts Valley Fire District Career Development Guide for Captain.

CAPTAIN Step 3

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a *Captain Step 2* with the Scotts Valley Fire Protection District and meet all the requirements for *Captain Step 2*.
- Shall have completed and have on record with the Training Officer at least seven (7) approved courses found in the Scotts Valley Fire District Career Development Guide for Captain.

DESIREABLE QUALIFICATIONS:

- College degree in Fire Protection technology or related field.