

CITY OF HAYWARD

FIRE CAPTAIN

DEFINITION

To command personnel assigned to a specific shift at a fire station and to supervise firefighters and others while engaged in fighting fires.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by higher level command officers.

Responsibilities include direct supervision of fires suppression and prevention personnel.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include but are not limited to the following:

1. Responds to alarms and directs the activities of subordinate personnel in responding to alarms.
2. Directs and participates in the use of fire apparatus and equipment.
3. Instructs subordinates in the fire prevention methods and practices, and assures a proper state of readiness by supervisory drills and training of personnel.
4. Prepares reports concerning emergency and non-emergency situations.
5. Plans, directs, supervised and coordinates the work of all assigned subordinates, and maintains discipline on call and in station quarters.
6. Supervises and insures the maintenance of station quarters and equipment.
7. Supervises test of water service.
8. Conducts line up for change of shifts, gives orders for the day and distributes any new information.
9. Supervises the completion of special assignments.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Ability to become familiar with district streets, water supplies, building occupancy and contents, alarm boxes, hydrants, public buildings, non-ambulatory citizens and other district features and hazards relating to fire safety.
- B. Ability to plan and direct the work of a small group of firefighting personnel. Refers to planning, organizing and carrying out related activities, instructing and training personnel, and in some instances performing subordinates' tasks, understanding capacities and limitations of personnel and equipment and understanding effective supervisory and administrative techniques.
- C. Ability to make both emergency and non-emergency decisions and to maintain composure in stress situations.
- D. Ability to work effectively with subordinates and supervisors and to maintain good public relations.
- E. Ability write reports, recommendations, performance ratings, memoranda and keep simple records.
- F. Ability to follow and written directions.
- G. Knowledge of detailed modern firefighting procedures and equipment.
- H. Knowledge of fire behavior, fire protection systems and advanced first aid.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Must be presently employed as a Firefighter, Apparatus Operator or Fire Prevention Inspector in the Hayward Fire Department having passed the probationary period for any one of these classifications.

Must have four years full time, paid firefighting experience in the Hayward Fire Department.

EXPERIENCE AND EDUCATION (continued):

Experience (continued):

Accredited Fire Science coursework may be substituted for experience at the rate of three (3) semester units for one (1) month up to a maximum of 12 months.

Education: Equivalent to completion of the twelfth grade.

License: Possession of a valid California Class II Driver's License.

PROBATIONARY PERIOD: One year
F240/F245 (40 hours/week; 56 hours/week)
September 1970
Revised 1978
Revised 1983
Revised 2018
AAP GROUP: 12
FLSA STATUS: Non-Exempt