

**City of San Rafael
Job Class Specification**

Job Title: Fire Captain/Specialist

SUMMARY

The Administrative Fire Captain position is a single classification in the Fire Captain series. It is a safety position responsible for performing a variety of specialized administrative functions related to Fire Safety. The Administrative Fire Captain reports to the Support Services Division Chief and works closely with the Fire Chief. This position requires strong managerial skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manages the City's Permanent Household Hazardous Waste Facility.
- Manages the City's Vegetation Management Program.
- Establishes contracts and manages outside contractors and resources.
- Conducts the Fire Department's Fire Cause and Origin Investigations.
- Maintains budgets and data for all program responsibilities.
- Assures continuity of the Department's KNOX Box program.
- Provides Community Outreach on fire and life safety.
- Provides emergency and environmental consultation to Operations Staff.
- Coordinates and develops new codes, ordinances and resolutions related to duties of the position.
- Works with command chief on hazardous materials emergency incidents. Accomplish other related duties as required.
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KNOWLEDGE OF:

- Principles of supervision.
- Fire prevention and suppression.
- Emergency medical services.
- Department policy, procedure and mission.
- Community Fire Service activity.
- Principles of fire behavior for combustible vegetation.
- Budgeting practices.
- Mitigation methods for the unauthorized release of Hazardous Materials.
- Hazardous materials storage, handling and transportation methods.

ABILITY TO:

- Ensure quality suppression, prevention, emergency medical and public education services.
- Assist incident management as directed.
- Plan and supervise work and manage schedules.
- Interact effectively with Fire Department personnel, department managers and the public.
- Assist the Incident Commander to mitigate an authorized release of hazardous materials or other related emergencies.
- Participate in the City Emergency Operations Center.
- Assist Emergency Operations as directed.
- To deliver training about Hazardous Materials, Vegetation Management, Fire Investigation and Public Education as requested.

EDUCATION and/or EXPERIENCE:

Option 1

- a) 4 years of full time suppression experience in the Firefighters series.
- b) Associate Degree in Fire Science or Fire Technology.
- c) Engineer certification or Engineer Rank @ San Rafael

Option 2

- a) 5 years of full time suppression experience in the Firefighters series.
- b) Completion of SBFS Fire Officer curriculum
- c) Engineer certification or Engineer Rank @ San Rafael

Option 3

- a) 10 years of full time suppression experience in the Firefighters series.
- b) Engineer certification or Engineer Rank @ San Rafael
- c) San Rafael Fire Department Fire Prevention Certification or the completion of Prevention 1A and 1B.

ESSENTIAL QUALIFICATIONS:

Posses a valid California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl and smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prepared by: Leslie Loomis
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