



FIRE CAPTAIN

DEFINITION

Under general direction, the Fire Captain performs skilled and supervisory work in directing the activities of a fire company on an assigned shift; directing and participating in firefighting and rescue activities; maintaining and inspecting all Fire Department equipment and property; reporting to superiors on administrative matters; providing responsible technical support to the Battalion Chief; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive general direction from the Battalion Chief, and exercise direct supervision over assigned company personnel.

CLASS CHARACTERISTICS

The Fire Captain is a supervisory level classification responsible for overseeing, training, and participating in fire suppression, hazardous materials incidents, medical aids, and fire prevention activities. The position also manages the maintenance of equipment and apparatus in accordance with departmental regulations. A Fire Captain may assume command of firefighting operations at an incident scene until relieved by a superior officer.

This position is distinguished from Firefighter in that the latter is not responsible for supervision.

This position is distinguished from Battalion Chief in that the latter is a management level class.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Plan, prioritize, assign, supervise, and review the work of assigned fire personnel, including instruction and training drills; perform employee evaluations; conduct disciplinary action up to and including formal letters of reprimand; recommend discipline higher than letters of reprimand.
- Respond to emergency fire, rescue, medical aid, and public service incidents; order placement of personnel, equipment, and apparatus for effective and efficient operations; assume responsibility for the supervision, performance, and safety of assigned personnel.
- Command and direct operations when first to arrive at emergency incident until relieved by a superior officer; order multiple alarms as necessary, prior to arrival of supervising officer.
- Oversee effective and efficient use of resources to ensure engine/truck companies return to service in a timely manner.

- Coordinate company inspections of buildings, streets, alleys, and special hazards; maintain accurate records of such inspections.
- Monitor daily inspection of quarters and equipment to maintain Fire Department quality standards; oversee the maintenance and repair of equipment and facilities.
- Conduct preliminary fact-finding fire inspections and investigations, including evidence gathering and documentation.
- Inspect personnel and maintain discipline.
- Enforce Fire Department and City rules and regulations and make recommendations to superior officers.
- Advise management staff of methods or procedures to improve station operations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of modern fire suppression and prevention, hazardous materials containment, rescue, clean-up, and salvage
- Operation and maintenance of various apparatus and equipment used in modern firefighting activities
- Medical aid, rescue, and resuscitation equipment practices
- Principles and practices of hazardous materials response
- The rules and regulations of the Fire Department, State laws, City ordinances, and national standards relating to fire prevention and fire safety.
- Practices and techniques of driving varied vehicles and operating a wide range of fire apparatus
- Principles and practices of employee supervision, including deployment, work planning, assignment review and evaluation, discipline, and the training of staff in work procedures
- Techniques for dealing effectively with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often in emergency or stressful situations
- Safety practices and equipment related to the work
- Area topography, physical conditions, street names, numbers, water mains and hydrant locations, and target areas of the City
- Applicable laws, codes and ordinances
- Principles and practices of basic report writing
- Records management principles and practices
- Computer applications related to the work
- Proper English usage, grammar, spelling, and punctuation

Ability to:

- Supervise, select, train, motivate, and evaluate the work of support personnel, both under emergency conditions and in routine work

- Interpret and apply pertinent federal, state, and local laws, ordinances, regulations, and guidelines relevant to assigned duties
- Organize, implement and direct the operations of a fire company within the Fire Department.
- Make sound decisions, use good judgment, and think clearly and effectively in emergency situations
- Analyze situations correctly and take quick, effective and reasonable courses of action with regard to surrounding hazards and circumstances
- Conduct preliminary fact-finding inspections and investigations, including evidence gathering and documentation
- Identify training needs and plan, implement, and evaluate programs
- Learn and retain the geographic layout of the City and the surrounding areas and the location of various fire suppression utilities
- Maintain good standing with the Local Emergency Services Agency.
- Participate in fire prevention and public education activities in the community
- Understand and act in accordance with City and Fire Department policies, procedures, and rules; interpret and apply policies, procedures, and rules to assigned personnel
- Assume responsibility for assigned departmental activities, projects, and special assignments.
- Prepare and maintain clear and concise reports, records, memos, and other written documents
- Train and instruct firefighters in modern firefighting practices and procedures
- Conduct meetings, make presentations, and facilitate communications in a clear, concise, and positive manner
- Communicate clearly and tactfully, both orally and in writing
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines
- Establish and maintain effective working relationships with all those contacted in the performance of required duties
- Use English effectively to communicate in person, over the telephone and in writing
- Operate modern office equipment including computer equipment and software programs
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Education and Experience

Pattern 1

An Associate's degree from an accredited college with major coursework in fire science or a closely related field is required for appointment to the Fire Captain position;

AND

Five (5) years of increasingly responsible full-time experience as a firefighter in an organized fire department, and two (2) years of experience with the City of Rocklin.

Pattern 2 (Lateral Applicants Only)

An Associate's degree from an accredited college with major coursework in fire science or a closely related field is required for appointment to the Fire Captain position;

AND

Two (2) years of increasingly responsible full-time experience as a Company Officer within an organized Fire Department.

Licenses and Certifications

- State of California Certified Firefighter I & II Certificate, or equivalent.
- Possession of a valid State of California Class C driver license with a Firefighter endorsement or equivalent
- Possession of and the ability to maintain, a valid EMT certification or Paramedic license in good standing with the Local Emergency Services Agency.
- Possession of a State of California Company Officer Certificate (old curriculum)
- All coursework completed for the State of California Company Officer Certificate
- Being assigned to arson investigations may require the ability to obtain and maintain PC Section 832 certificate within one (1) year of appointment (or upon conclusion of the first available training program if more than one year.)

Completion of Fire Captain Task Book

Once minimum requirements outlined above have been completed, a Fire Captain Task Book can be issued. If the task book has not been completed prior to a promotional exam opportunity, or if an applicant is hired from outside, the Task Book shall be completed within one (1) year after the appointment to the Fire Captain position. Upon successful completion of the Task Book and verification of minimum qualifications, the candidate becomes eligible to serve in an Acting Captain capacity. The completion period for the Task Book may be extended at the discretion of the Fire Chief.

PHYSICAL DEMANDS

Incumbents must possess mobility and physical strength and stamina to respond to emergency situations and use all emergency apparatus while wearing personal protective equipment; must demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies; lift and move individuals or objects weighing more than 100 pounds; ability to work in a standard office setting and to operate motor vehicles; vision to read gauges, documents and street maps; accurate depth perception; ability to communicate verbally, including projecting a voice that can be heard in a noisy environment; ability to hear and distinguish various sounds, such as alarms, voices of co-workers and warning horns or sirens in both quiet and noisy environments; ability to stand, walk, bend and reach at, above or below shoulder height for extended periods of time; sustained concentration and prolonged commitment to job tasks.

ENVIRONMENTAL CONDITIONS

Employees work in the field with exposure to emergency circumstances, including loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, hazardous chemical substances and fumes, criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work irregular hours and/or extended shifts as scheduled by the department; work at various locations within the City of Rocklin, and wear a designated uniform and personal protective equipment. At times, this classification requires wearing respiratory protective equipment. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment. Candidates who have accepted a conditional offer of employment must pass a background investigation, including fingerprinting.

If assigned to the arson investigations unit, personnel must be 21 years of age at the time of appointment. Must be legally authorized to work in the United States under federal law. Must meet physical, psychological, and background standards established by POST as well as ongoing peace officer requirements pursuant to federal, state, and local legislation. This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.37 and 832.

All City of Rocklin employees are designated as Emergency Services Workers during a proclaimed emergency and may be required to perform emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of the position as not all duties are necessarily performed by each incumbent.

Adopted	March 2006
Revised	March 2018, October 2020, January 2023, August 2025
FLSA	Non-Exempt
Salary Schedule	Fire/Range Fire Captain