



WILLOW OAK FIRE PROTECTION DISTRICT

JOB DESCRIPTION

FIRE CAPTAIN

DESCRIPTION

Under direction, serves as Engine Company Officer responsible for planning, directing, coordinating, and supervising daily Fire District operations. Oversees assigned crew during both non-emergency and emergency operations, including firefighting, emergency medical services, hazardous materials response, rescue, fire prevention and inspection, and fire investigation. Ensures all assigned activities are performed effectively, efficiently, and safely in accordance with district guidelines and policies. Supervises assigned personnel in training, station upkeep, and equipment maintenance; actively participates in training programs. Operates and maintains fire apparatus and equipment as needed. Performs additional duties as assigned, which may include administrative tasks, public education, or interagency coordination.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Battalion Chief or Fire Chief. Exercises direct and functional supervision over assigned firefighting personnel, including career staff, reserves and volunteers engaged in field operations and technical duties.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are representative of the responsibilities assigned to this classification. Actual duties may vary, and incumbents may be required to perform additional or different tasks to meet operational needs or adapt to evolving district practices:

- Responds to reported emergencies - including fires, accidents, emergency medical incidents, rescues and hazardous conditions - by directing the assigned company to the scene, assessing and reporting conditions, and assuming command of firefighting and rescue operations until relieved by a superior officer.
- Assumes responsibility for the supervision, performance and safety of assigned firefighting personnel during emergency incidents.
- Makes tactical decisions regarding firefighting and rescue methods to be employed, and evaluates the need for additional personnel, equipment, or support based on incident conditions.
- Performs a range of operational tasks at fireground and emergency scenes, including suppression, rescue, ventilation, salvage, and support activities as directed.
- Drives and operates fire apparatus as required to support emergency response and operational readiness.
- Coordinates work assignments for assigned personnel and ensures timely, effective completion of tasks in accordance with operational objectives.
- Maintains professional conduct and discipline among assigned personnel during emergency responses and while in quarters, in accordance with district policies and standards.
- Coordinates and performs maintenance, repairs and readiness checks for fire suppression equipment and facilities to ensure operational reliability and compliance with district standards.
- May be deployed to state or national incidents under the State Master Mutual Aid System (Strike Teams) or through FEMA requests, serving in any position for which qualified.
- Coordinates the rental scheduling, and maintenance of the District's community hall.
- Implements assigned daily training activities and identifies additional training needs among assigned personnel to support skill development and operational readiness.
- Prepares reports, forms, recommendations, and other required administrative documentation related to company operations.
- Makes every reasonable effort to enhance job performance and continuously improve the quality of service provided to the public.
- Conducts inspections to identify and mitigate potential fire, life and safety hazards.
- Establishes and maintains positive working relationships with representatives of community organizations, state, local agencies and associations, District management and staff, and members of the public.
- Enforces all District rules, regulations, and policies, and provides recommendations to superior officers regarding operational improvements or personnel matters as appropriate.
- Builds and maintains positive working relationships with co-workers, District personnel, and members of the public by applying principles of effective communication and good customer service.
- Promotes and maintains a safe work environment by adhering to established safety protocols, identifying



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potential hazards, and encouraging a culture of accountability and prevention.

- Performs collateral assignments as requested to support departmental operations, special projects, or organizational initiatives.

DISTINGUISHING CHARACTERISTICS

This classification represents a first-line supervisory role. Incumbents assigned to this position oversee and actively participate in the operations of a fire station crew during an assigned shift, except when fulfilling administrative duties.

WORKING CONDITIONS/ASSIGNMENTS/PHYSICAL DEMANDS

Work is performed both in the fire station and in the field under varied and sometimes hazardous conditions.

Personnel may be exposed to smoke, odors, heat, steam, fumes, dust, and extreme weather, as well as periodic exposure to dangerous or life-threatening situations.

Tasks require significant strength and stamina, including:

- Lifting, moving, pushing, or pulling equipment and objects weighing up to 100 pounds
- Sitting, standing, walking on uneven or slippery surfaces
- Kneeling, bending, twisting, turning, stooping, squatting, grasping, and crawling
- Ascending and descending stairs and ladders
- Frequent hand and arm motion

Work may occur indoors or outdoors, with exposure to:

- Extreme temperatures, odors, dust, pollen, chemicals, skin irritants, fumes, and solvents

Essential physical and sensory abilities include:

- Hand and finger dexterity sufficient to operate small tools
- Visual acuity to read gauges, documents, and street maps
- Accurate depth perception
- Verbal communication skills, including the ability to project voice in noisy environments
- Auditory discrimination to hear alarms, voices, and warning signals in both quiet and loud settings
- Ability to stand, walk, bend, and reach at, above, or below shoulder height for extended periods
- Sustained concentration and commitment to tasks
- Interpersonal skills to work effectively in team settings
- High-level cognitive, interpretive, and judgment capabilities
- Flexibility to adapt to changing environments and tasks
- Ability to plan, negotiate, direct, control, and monitor others' activities
- Capacity to work independently under stress in situations that may pose danger to self or others Work involves irregular hours, including weekdays, weekends, and holidays. Members in this classification are assigned to a 48/96 work schedule.

QUALIFICATIONS

KNOWLEDGE OF:

- Principles, practices, and procedures of modern firefighting and protection of life and property, including fire suppression, fire prevention, emergency medical services, rescue techniques, disaster preparedness, hazardous materials response, and related operations.
- Rules, regulations, and operational procedures of the Willow Oak Fire Protection District.
- Emergency medical skills, including basic life support (BLS), CPR and defibrillation.
- Fire apparatus, equipment, tools, devices, and facilities - including proper utilization, maintenance requirements, and servicing methods.
- Local geography, building construction types, major target hazards, water supply systems, and applicable fire and building laws and regulations as they pertain to the Willow Oak Fire Protection District.
- Sound principles and practices of personnel deployment, supervision, evaluation, employee development and training.
- Principles of building construction and fire protection systems.
- Occupational hazards and standard safety practices.



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- Modern office equipment, including computers and applicable software.
- Methods and techniques for basic report preparation, writing, and record keeping.

ABILITY TO:

- Consistently understand all aspects of the job and adhere to safety protocols.
- Make sound decisions and effectively direct fire personnel during emergency incidents.
- Plan, organize and oversee work; supervise, train, and evaluate assigned staff; manage the operations and activities of an engine company.
- Analyze emergency situations, assess risks, develop appropriate response strategies; maintain composure and act decisively under pressure.
- Interpret rules, regulations, and policies accurately and apply them to make informed and appropriate decisions.
- Communicate clearly, respectfully, and consistently with supervisors, peers, direct reports, and the public through verbal, written, and digital channels.
- Operate vehicles, apparatus, tools, and equipment used in modern firefighting activities.
- Maintain skill proficiency, stay current with new equipment and procedures, and uphold required certifications relevant to assigned responsibilities.
- Deal firmly and fairly with individuals in violation or potential violation of fire codes.
- Prepare a variety of technical and operational reports with accuracy and clarity.
- Establish and maintain effective working relationships with those contacted in the course of work; respond courteously to community concerns, issues, and needs.

EDUCATION

- A high school diploma or equivalent is required.
- An Associate's degree or higher with a major in Fire Science is desirable.

EXPERIENCE

- Minimum of four years of firefighting experience, including at least two years in a supervisory capacity.

LICENSES/CERTIFICATES

- Possession and continued maintenance of a valid California Class "C" driver's license with firefighter endorsement or higher.
- Driver/Operator 1A & 1B certifications at time of hire.
- California State Fire Marshal's Firefighter I certification at time of hire.
- Emergency Medical Technician I (NREMT - B) certification at time of hire.
- Valid CPR for Professional Rescuer card at time of hire.
- ICS 100: Introduction to the Incident Command System at time of hire.
- ICS 200: Basic Incident Command System within one year of hire.
- ICS 700: An Introduction to the National Incident Management System at time of hire.

This job description does not create a contract and duties may change.

Willow Oak Fire Protection District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, medical condition, marital status, veteran status, or any other status protected by law. Reasonable accommodations will be provided to qualified individuals with disabilities upon request.