

EXHIBIT C



CLASS SPECIFICATION

CLASS TITLE: Fire Captain

DEFINITION:

Under general supervision a Fire Captain responds to accidents and other emergency rescue calls, directing a company or specified complement of firefighters; assesses and reports conditions on the scene of an incident; assumes command of all firefighting and rescue operations of an incident as needed until relieved by a senior officer; conducts orientation, training and practice drills in all phases of firefighting, Emergency Medical Services (EMS) and related rescue work; and may participate in the inspection of all types of buildings, facilities, equipment and other property to ensure compliance with fire safety codes, and in the investigation of fires to assist in ascertaining causes of fire. Follow and enforces all applicable laws, ordinances, codes, regulations, policies and procedures; ensures compliance with organizational direction, systems and processes.

DISTINGUISHING CHARACTERISTICS

The Fire Captain is a multiple incumbent classification. Incumbents are responsible for unit response and supervision of personnel to all emergencies, including the suppression and prevention of fires. Incumbents are also responsible for providing services related to Emergency Medical Services (EMS), the rescue of persons, and the protection of property. May be assigned to specialty roles within the department and may be assigned to work either 24-hour shifts or a 40-hour workweek dependent on the needs of the department.

The Fire Captain is distinguished from the higher-level Fire Battalion Chief in that the latter is responsible for the overall management of the activities of an assigned twenty-hour (24) hour shift of personnel.

The Fire Captain is distinguished from the lower-level Firefighter/Paramedic in that the former exercises supervisory responsibilities over a company of firefighters.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by an assigned Chief Officer, generally a Fire Battalion Chief.

Responsibilities include the direct supervision of lower-level fire personnel.

EXAMPLE OF DUTIES

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

- Responding to service request and emergency incidents by directing a company or specified complement of firefighters to the scene; assessing and reporting conditions at the scene, assuming command of all firefighting and rescue operations of an incident until relieved by a senior officer.
- Responding to accidents and other emergency rescue calls by directing and participating in rescue operations.
- Assigning and supervising the work of cleaning and maintaining a fire station and all related grounds, facilities, equipment and supplies during a work shift to ensure that all facilities, equipment and supplies are in readily available, safe and useful condition.

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- Conducting orientation, training and practice drills in all phases of firefighting, EMS and related rescue work to ensure the capabilities and readiness of subordinate firefighting personnel, including designated training for probationary firefighters.
- May be designated as a Training Officer.
- May participate in the inspection of all types of buildings, facilities, equipment and other property to ensure compliance with fire safety codes, and in the investigation of fires to assist in ascertaining causes of fire.
- Prepare and/or ensure completion of various reports and maintain records related to daily activities and incidents, engine company training, fire prevention activities, time keeping, shift personnel certification and records, and equipment and grounds maintenance.
- May participate in presentations of fire safety programs to community groups.
- Conduct performance reviews of personnel under their supervision and recommend personnel actions as required.
- May act as Battalion Chief.
- May be required to apply laws of search and seizure as applies to arson investigation including felony arrests.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS

Knowledge of:

- Modern principles and practices of fire prevention and suppression.
- Functions, characteristics and proper use and maintenance of firefighting equipment and supplies.
- Departmental rules and regulations.
- Current laws and regulations pertaining to fire prevention and safety.
- City and department policies, procedures, forms, programs and processes.
- Napa street system, geography, buildings, fire hazards, communications systems and water supply system.
- First aid and rescue methods.
- Principles and practices of supervision.

Ability to:

- Interpret current laws, rules and regulations pertaining to fire operations, prevention and safety.
- Operate and instruct others in the operation of all types of firefighting equipment.
- Direct and coordinate the activities of a company of firefighters at fires or rescue operations.
- Identify needs for personnel, equipment and supplies required by a company on a shift.
- Identify needs for training and development of assigned personnel.
- Establishing and maintaining effective working relationships with other persons.

Education and Experience:

Any combination of education, experience and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Successful completion of probation as either a Firefighter or Firefighter/Paramedic with the City of Napa and completion of the City of Napa's Acting Captain program.

An associate's degree is highly desired.

Special Requirements:

Possession of California State Fire Marshal's Professional Certification as a Fire Officer (2016) or Company Officer Certification or equivalent (including all prerequisites) is required.

Possession of a valid Emergency Medical Technician (EMT) Certification is required.

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Possession at time of hire and continued maintenance of a valid California Class C Driver's License is required.

Working Conditions/Physical Requirements:

Training and operations activities involve observing and monitoring people, data and objects to ensure compliance with safety standards; climbing and working off ladders greater than 10 feet above the ground to observe roof conditions/operations; lifting and moving gurneys, hose, ladders and extrication equipment weighing over 50 pounds distances over 20 feet; bending or stooping repeatedly or continually over time to pick up equipment on the ground; working outdoors in a variety of weather conditions with exposure to the elements and very hot and cold temperatures; moving more than one limb simultaneously to pull hose, operate a radio and write, and perform technical rope work; reviewing and checking the work products of others; and tolerating very hot and cold temperature during interior firefighting situations, outdoor winter training and swift water training; During fire and other emergency operations sets up or removes barricades and sets flare patterns; discriminates among colors or matches colors to identify NFPA placard identification and observe and make decisions based on flame and smoke colors; listens for and hears vicinity alarms, smoke detectors, personal alarm devices, chemical alarm devices, sirens and horns and radio tone alerts; requires use of explosive strength; sits or stands for extended periods of time without the ability to rest at will. Participation in wildland fire operations involves walking over rough, uneven or rocky surfaces for extended periods of time unable to rest at will. Operates radios, warning light and siren control heads making fine, highly controlled muscular movements to adjust the position of a control mechanism; reaches into a Knox Box for keys using arm over shoulder level. During fire suppression or contaminated air emergencies, must wear and use a self-contained breathing apparatus.

When participating in meetings or performing work in the office, the incumbent in this classification sits for extended periods of time with the ability to change positions at will; prepare written materials such as reports, evaluations, inputting statistics, shift schedules, rosters and e-mail using proper punctuation, spelling and grammar by entering data into a keyboard device requiring repetitive arm/hand movement; communicates with the public and staff face to face and using a telephone and on a two-way radio. When reviewing or monitoring safety and accident reports, the incumbent observes, compares or monitors data to determine compliance with prescribed operating or safety standards. Training responsibilities require the incumbent to communicate orally in a group setting and instruct others in a classroom or field setting. During drill evolutions the incumbent lifts arms above shoulder level. During drills and on the fireground, the incumbent observes or monitors objects and people's behavior to determine compliance with prescribed operating or safety standards. The incumbent may wear protective gear, carry appropriate tools, and wear a self-contained breathing apparatus, weighing a combined total of 100 pounds, while performing many of the emergency-related duties; use common hand tools, such as a hammer, saw, screw driver or similar tools, when making minor repairs to equipment. In order to drive and when performing ladder and hose evolutions, the incumbent coordinates the movement of more than one limb simultaneously.

Employment Type: Full-Time Classified

Bargaining Unit: NCFA

FLSA Status: Non-Exempt

Established: January 1, 1980

Revised: March 15, 2007, June 17, 2013, December 20, 2016, TBD