

**Summary of Duties:** Assigns, reviews and evaluates the work of Firefighters engaged in fire suppression, fire prevention, emergency medical services and related activities for the saving of life and property; commands a fire company or task force; may supervise the Emergency Medical Service (EMS) activities and personnel within an EMS District; may be assigned specialized staff duties; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** A Fire Captain is normally a first-level supervisor responsible for putting into effect the policies, rules, regulations, practices, and procedures of the Fire Department in a company, task force, unit or EMS District of the Fire Department.

### **Fire Suppression and Rescue**

In a company or task force, a Fire Captain may have direct command of Firefighters, Engineers of the Fire Department, and Apparatus Operators. In a task force, a Fire Captain will supervise other Fire Captains. As a company or task force commander, an employee of this class is responsible for maintaining discipline, technical performance standards of subordinate personnel, and the proper maintenance of apparatus and equipment at a fire station. At a fire or other emergency, a Fire Captain is in charge of all operations unless relieved of command by a superior officer.

### **Emergency Medical Services**

A Fire Captain is responsible for supervising the provision of emergency medical services to the public and some positions may require paramedic training and a valid Mobile Intensive Care Paramedic Certificate issued by the Department of Health Services, County of Los Angeles. A paramedic-certified Fire Captain assigned to supervise an Emergency Medical Services District will normally report to the Chief Paramedic.

The duties of a Fire Captain involve considerable physical exertion and potential hazard to health and safety. An employee of this class normally reports to a Fire Battalion Chief or Chief Paramedic, but will be under the highest ranking officer present at a fire or other emergency.

A Fire Captain may supervise fire prevention, EMS, quality assurance, communications, training, helicopter and tractor operations, the maintenance of rescue equipment, or occupational

safety and health activities. A Fire Captain may also be assigned specialized staff duties such as planning, community relations, or may serve as a staff assistant to a bureau commander.

A Fire Captain differs from a Firefighter in that duties of the former involve the full range of supervisory activities, whereas Firefighter is the entry-level class in the uniformed ranks of the Fire Department. Incumbents in the class of Fire Captain, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, and evaluation of performance.

**Examples of Duties:** A Fire Captain supervises, and may personally perform, some or all of the duties listed below.

\* **Fire Suppression and Rescue:**

- Lays hose lines, applies extinguishing agents, places ladders, ventilates buildings.
- Performs salvage operations.
- Overhauls structures and areas after a fire has been extinguished.
- Exercises safety precautions at fires and other emergencies.
- Gathers and preserves evidence when a fire is of suspicious origin and testifies in court as to the findings.
- Performs fire suppression duties and rescue operations involving aircraft or on a fireboat.
- Periodically conducts pre-fire planning inspections in a fire company district to become familiar with firefighting conditions.
- Periodically conducts fire prevention inspections to discover and correct fire hazards.
- Performs the duties of Incident Commander, and is responsible for handling the emergency when the Fire Captain is the senior officer on the scene.

\* **Emergency Medical Services**

- Directs a group of Firefighters and other personnel performing emergency medical service activities including multiple casualty treatment and transportation.
- Monitors personnel to insure they are using prescribed medical procedures and methods.
- Reviews EMS practices and procedures and makes recommendations to improve service.
- Develops training programs and instructs personnel in the proper methods of emergency medical services and emergency treatment.
- Assists in making plans and preparations in connection with major disaster incidents and training activities.
- Investigates or recommends adoption of new equipment and procedures to improve emergency medical service.
- Personally visits hospitals to facilitate proper first-care for injured Department members.

- Serves as the Fire Department's EMS Training Officer developing and supervising EMS training programs and paramedic training.
- Trains Emergency Medical Technician I instructors.
- Serves as liaison with Department-wide EMS activities.
- Coordinates medical procedure studies and legal investigative activities.
- Coordinates all phases of paramedic training and assignment of personnel.
- May act as the Chief Paramedic in the Chief's absence.
  
- Assists in handling daily inquiries from the public and others about Fire Department EMS procedures and policies as directed.
- Researches and prepares technical and/or confidential EMS staff reports regarding a multitude of specialized projects including field paramedic operations.
- Supervises the paramedic field internship program of Fire Department personnel and the personnel of agencies interning on Department paramedic ambulances.
  
- Coordinates the Paramedic Preceptor Training Program.
- Coordinates and documents patient treatment and transportation.
- Reviews complaint investigations and makes recommendations to the Bureau Commander.
- Responds to emergency medical service incidents when requested by field personnel and may include requests for help at EMS incidents, situations involving disputes with the public, patients, and outside agencies.
- Reviews specifications for new apparatus and maintains liaison with the Supply and Maintenance Division to facilitate availability of apparatus, medical supplies, and materials.
- Maintains overall status records on compliance with continuing education and certification requirements by Firefighters with paramedic certification, and Firefighters with EMT certification.

\* **General:**

- Responds to alarms and directs the route to be taken by a company or task force.
- Determines the need for additional companies/ambulances and notifies the dispatcher.
- Determines firefighting and rescue tactics and directs the delivery of emergency medical services until relieved of command by a superior officer.
- Insures that all equipment is returned to its proper place after an emergency or training session.
- Completes routine administrative paperwork, makes out

- company journals, accident reports, fire reports, EMS reports.
- Inspects and tests hydrants in a company district.
- Processes citizen complaints and coordinates the investigation of complaints.
- Acts as an Incident Commander until relieved by a superior officer.
- Conducts roll call, inspects personnel, and maintains discipline.
- Trains company personnel in all aspects of their work by conducting classes in quarters and training in the field.
- Receives visitors at the fire station and conducts them through quarters.
- As a Department advocate, conducts special investigations into complaints by Fire Department officers, the public or other agencies alleging violation of Department rules, regulations, or procedures.
- Oversees and coordinates the preparation, implementation, revision, and monitoring of the Department's Affirmative Action Program.
- Conducts meetings after a traumatic event (e.g. loss of life) to discuss the incident with company members involved and takes any necessary follow-up steps such as requesting a critical incident stress debriefing.
- Evaluates the performance of subordinate personnel by filling out the Performance Evaluation Report, provides necessary documentation, and discusses evaluation with employee.
- Represents LAFD to the media on newsworthy events, compiles material on LAFD activities, and prepares commendations and letters of appreciation.
- Directs candidate recruitment of qualified entry-level candidates and develops ways to decrease candidate attrition and increase retention of minority and female recruits.
- Reviews and evaluates background investigator's findings regarding Firefighter candidates and recommends additional or follow-up inquiries.

\*

**Medical Quality Assurance**

- Provides medical control component for the maintenance of high performance levels of Fire Department members and contract private ambulance personnel in the performance of on-scene, pre-hospital patient care.
- Formulates and maintains the EMS quality assurance policies, procedures, and standards of EMS performance for field members and private contract ambulance companies.
- Participates as a member of the Field Quality Assurance Review Committee and presents formal recommendations for modifications and enhancements to the Fire Department.
- Directs the activities of field quality assurance auditors.
- Conducts training for EMS Field Quality Assurance Unit staff and continuing education for experienced unit members.
- Assists the Commander, Operations Control Dispatch Section, with the planning and management of emergency medical services to maintain and assure quality in the delivery of EMS resources to the public.
- Supervises the dispatch medical quality assurance process, including monitoring of dispatch procedures, conducting dispatch tape reviews, and reviewing reports and records.
- Develops and supervises medical dispatch training classes.
- Coordinates investigations of citizen complaints concerning the dispatching of EMS resources to incidents, and ensures compliance of dispatch procedures with Fire Department policies relating to medical dispatch protocols.

- Responds to emergency incidents to provide on-scene evaluation of EMS activities.
- Inspects paramedic unit and station drug inventories to ensure compliance with Federal Drug Administration, State, and local agency regulations governing drug and medication control.

\* **Fire Prevention and Public Safety:**

- Supervises company fire prevention program and establishes fire prevention goals.
- Conducts fire prevention and safety educational programs with industry, schools, or civic groups.
- Conducts advisory and enforcement programs to insure adherence to fire prevention laws and regulations by industrial and large commercial occupancies or in high life hazard occupancies such as hospitals and churches.
- Supervises checks of engineering or construction plans.
- Supervises inspection of oil wells, tank trucks, explosives storage and transportation facilities and equipment.
- Performs technical or legal research to establish and assure conformance to fire safety standards.
- Investigates causes of serious or suspicious fires, apprehends arsonists, and prepares and presents arson cases in court.
- Directs checking of plans and specifications submitted for Fire Department permits for the installation, removal and alteration of underground tanks used for the storage of petroleum products, chemicals, waste materials, and other materials.
- Directs the checking of all plans and specifications submitted by tank owners or designers for the presence and adequacy of acceptable monitoring systems, leak detection methods, soils analyses, and site remediation.
- Supervises the collection of hazardous substance materials information relative to State Health and Safety Code.
- Supervises and evaluates the need for, and accessibility, installation, upgrading, and relocation of, water hydrants supplying firefighting needs throughout the City.

\* **Operations Control Dispatch:**

- Supervises personnel involved in dispatching fire apparatus and ambulances.
- Insures that emergency forces not committed to actual emergencies are properly deployed.
- Trains dispatchers in proper performance of their duties.

\* **Training:**

- Develops in-service training programs.
- Develops training courses and educational curricula in cooperation with educational institutions, the Red Cross, and related agencies.
- Prepares training manuals and bulletins, lesson plans, and other training aids.
- Instructs and supervises recruit Firefighters including Training Academy orientation and safety, ladders, breathing apparatus, principles of fire science, and emergency medical services.
- Develops and administers the Fire Department Tutorial, Pre-Trainee and Firefighter Trainee programs.

\* **Helicopter Company:**

- Responds to emergencies and supervises air operations when requested.
- Supervises air search and rescue operations.

- Plans, schedules, and directs training for helicopter personnel.
- Schedules and maintains records of aircraft operations.
- Responds to emergencies and supervises air operations when requested.
- Supervises air search and rescue operations.

\* **Supply and Maintenance**

- Directs the maintenance of Department resuscitators, breathing apparatus, and underwater diving equipment.
- Directs the refilling of air and oxygen cylinders, and dry chemical and carbon dioxide extinguishers.
- Insures that the air utility apparatus responds to emergencies when an additional supply of air and oxygen cylinders is needed.
- Supervises the Equipment Engineering Unit and Rescue Maintenance Unit.

\* **Medical Liaison**

- Maintains department records for department Weight Control Program.
- Administers Fire Department policies regarding medical leaves.
- Insures proper maintenance of medical records for all Fire Department employees and the preparation of pension resumes.
- Represents Department personnel in matters relating to illness or injury.
- Provides medical assistance on a 24-hour, on-call basis.
- Maintains liaison with the Fire and Police Pension System and the Personnel Department, Workers' Compensation Division.
- Responds to emergencies to obtain physical and medical data.

\* **Planning and Research**

- Conducts studies of Department objectives to aid the Chief Engineer Fire Department in making decisions.
- Reviews specific problems and provides advance planning studies on areas of importance to the Department.
- Serves as liaison officer when the Emergency Operations Center or Fire Department Field Command Post is activated.
- Acts as coordinator for Fire Department responsibility in City of L.A. civil defense activities.
- Revises Fire Department manuals.
- Prepares environmental impact reports.

\* **Community Relations**

- Supervises Community Services Unit.
- Develops and implements programs to improve the relationship between the local community and the Department.
- Administers the Department's Visitor Program.

\* **Staff Assistant**

- Serves as Fire Suppression Staff Assistant.
- Aids in planning and coordinating Fire Suppression Bureau programs.
- Carries out assignments as directed by the Bureau Commander.

\* **Disaster Preparedness**

- Plans, develops, and supervises the training of volunteer response teams.
- Trains subordinates in delivery of volunteer response team training programs.
- Develops course materials, lesson plans, information, literature, handout materials and newsletters.
- Responds to emergencies as directed and assists in the coordination, utilization, and control of the activities of response teams.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A good knowledge of:**

- \* Procedures, policies, and practices related to fire suppression and rescue operations, including ventilation, salvage, overhauling and emergency medical service.
- \* Fire Department equipment, apparatus, tools, extinguishing agents, hydrants, and Fire Department connections.
- \* Characteristics and behavior of fire and factors which cause fires to spread in structures and open areas.
- \* Fire hazards, flammability and reactivity of materials.
- \* Products of combustion and their effects on life safety.
- \* Fire Department rules, regulations, and policies.
- \* Los Angeles Fire Code.
- \* Building and roof construction as it relates to Fire Department operations.

- \* Supervisory principles and practices, including planning, delegating and controlling the work of subordinates.
- \* Techniques of training, instructing and evaluating subordinate's work performance.
- \* Techniques for counseling, disciplining, and motivating subordinate personnel.
- \* Procedures for grievance handling.
- \* Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program.
- \* Effective safety principles and practices.
- \* Emergency medical services and paramedic field treatment methods and practices.
- \* State and County regulations governing rescue ambulance procedures.
- \* Defensive driving techniques for emergency and non-emergency situations sufficient to use them when necessary and train others to use them.
- \* Hazards to company members, citizens, and property in various emergency and non-emergency situations.
- \* Fire-cause determination procedures including observation of fire scene, color of smoke and flames, multi-sets, trails of combustible materials, incendiary devices, and molten metal in wiring.
- \* Building construction and design as related to fires, earthquakes, and other emergency situations.
- \* Evacuation procedures for various occupancies including those involving high life hazards such as office high rises and crowded apartment buildings.
- \* Safety standards and policies including those enforced by California OSHA and other administrative agencies.
- \* Rescue equipment and techniques including using "jaws of life" to extract people from wrecked vehicles.
- \* EMS procedures including cardiopulmonary resuscitation and treatment of shock, burns, and lacerations sufficient to direct various emergency operations.
- \* Triage sufficient to prioritize the medical treatment of sick and injured persons to minimize loss of life.
- \* LAFD procedures for handling rescue calls including rescue ambulance procedures, capabilities of BLS and ALS personnel, medical notification procedures, transportation procedures, and availability of medical facilities and resources.
- \* Medical identification and information carried by citizens sufficient to ensure appropriate treatment of sick or injured persons with certain medical conditions such as diabetes, hypoglycemia, and high blood pressure.
- \* LAFD policies related to fire prevention inspections including procedures for hazard correction and brush clearance.

**A working knowledge of:**



**FIRE CAPTAIN, 2142**

**Page**

- \* Prefire planning, fire prevention, practices and procedures pertaining to emergency operations, routine operations, civil disturbances.
- \* Junior Fire program.
- \* Building Inventory program.
- \* Physical Fitness program.

- \* Timekeeping, procedures for obtaining services and supplies, communications, Fire Department records and reports.
- \* Memoranda of Understanding as they apply to subordinate personnel.
- \* LAFD medical records and reporting procedures sufficient to ensure proper maintenance of employee medical records.

**A general knowledge of:**

- \* City personnel rules, policies and procedures.

**The ability to:**

- \* Establish and maintain a work environment to enhance employee morale and productivity.
- \* Supervise, train, and manage a fire company, task force or EMS District.
- \* Assign, delegate work, schedule, instruct, counsel, commend, and discipline subordinate personnel and monitor and evaluate their work.
- \* Organize and plan, including monitoring several situations simultaneously and coordinating diverse tasks to achieve an overall objective.
- \* Establish priorities, identify relative importance of assignments, and meet deadlines.
- \* Make decisions by accurately and quickly assessing various circumstances and taking appropriate and decisive actions.
- \* Display poise and confidence including remaining calm and thinking objectively and logically under distracting and stressful conditions sufficient to take charge of life-threatening situations and minimize panic in others.
- \* Read and understand hazardous material labels which contain information related to health hazards and fire hazards.
- \* Read and understand complex technical material which may contain charts and graphs.
- \* Prepare training plans including conducting a needs assessment.
- \* Write clearly, concisely, logically, and persuasively sufficient to provide or obtain information, to explain policies, procedures, and methods of performing tasks, or to persuade others to accept policy or opinion.
- \* Communicate orally to obtain information, explain procedures, policies, methods of performing tasks, or to persuade others to accept a policy or opinion.
- \* Interact tactfully and effectively with supervisors, peers, and the public sufficient to live in close quarters with others for extended periods, to resolve disagreements, to accept constructive criticism maturely, and to project a positive image of the Fire Department.

**Minimum Requirements:**

**FIRE CAPTAIN, 2142**

**Page**

1. Four years of experience as an uniformed member of the Fire Department; or
2. Four years of experience as a Paramedic, Code 2307, Ambulance Attendant, Code 2305, Ambulance Driver, Code 3571, and have received a Charter Section 108 Transfer to the class of Firefighter, Code 2112.

Some of the positions in the class of Fire Captain may require the successful completion of fire suppression training or the possession of a valid Mobile Intensive Care Paramedic Certificate issued by the Director, Department of Health Services, County of Los Angeles. Only individuals who have the necessary fire suppression training or a valid Mobile Intensive Care Paramedic Certificate may be certified in order of standing on the eligible list to fill such positions.

**Physical requirements:** Candidates must meet such medical and physical standards as the Board of Civil Service Commissioners may prescribe.

Those with medical limitations may be able to perform the duties of some positions in this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**

**Note:** Former Paramedic Supervisors, Code 2301, who received a Charter Section 108 Transfer to the class of Fire Captain may be assigned to any of the positions in the class of Fire Captain. The Fire Department will require successful completion of fire suppression training before a Fire Captain will be assigned to supervise or perform firefighting duties.

Fire Captains, Code 2142, who wish to perform advanced life support activities, or provide medical supervision to individuals who conduct advanced life support activities, will be required to obtain a valid Mobile Intensive Care Paramedic Certificate issue by the Director, Department of Health Services, County of Los Angeles.