

## Fire Captain – Assistant Fire Marshal

Overview	<ul style="list-style-type: none"><li>• Enforces District, state, and federal codes, ordinances, and regulations related to fire protection and life safety.</li><li>• Conducts and supervises prevention and investigation activities.</li><li>• Planning, organizing, and directing personnel as needed.</li><li>• Receives specialized training and acquires skills for further career development in the fire service.</li><li>• Filling in as shift captain as necessary, meeting the requirements listed in the job description for that position.</li><li>• Reports to the Battalion Chief – Fire Marshal.</li></ul>
Key Responsibilities	<p>In addition to the key responsibilities required for a Fire Captain, the following are typical for this classification. Incumbents may not perform all the listed duties and may be required to perform additional or different tasks to address business needs and evolving practices.</p> <p><b>Fire Prevention and Investigation:</b></p> <ul style="list-style-type: none"><li>• Be proficient in fire prevention principles, practices, and techniques.</li><li>• Know major types of building construction, materials, designs, and methods.</li><li>• Understand fire protection and detection systems.</li><li>• Be knowledgeable in fire investigation procedures, including arrest, search, and seizure.</li><li>• Investigate fires to determine cause and origin.</li></ul> <p><b>Inspections and Compliance:</b></p> <ul style="list-style-type: none"><li>• Oversee and conduct occupancy inspections for compliance with fire and life safety codes, including assembly, residential, educational, hazardous, institutional, and business occupancies.</li><li>• Inspect fire suppression and detection equipment for proper design, installation, and maintenance.</li><li>• Participates in fire prevention inspections of commercial buildings and enforces codes.</li><li>• Administers hazardous materials inspections in collaboration with the local CUPA authority.</li><li>• Enforce federal, state, and local fire-related laws, codes, and regulations, including the California Fire, Building, and Residential Codes, Title 14, 19, and 24 of the California Code of Regulations, Public Resource, California Government and Penal Codes, and the Montecito Fire Protection Plan.</li></ul> <p><b>Communication and Collaboration:</b></p> <ul style="list-style-type: none"><li>• Issue Fire Safety Inspection Notices and discuss corrective measures with business and property owners.</li><li>• Confer with architects, contractors, builders, and the public to explain and interpret requirements and restrictions.</li><li>• Supervise Fire Prevention Bureau personnel.</li><li>• Supervise, assign, and evaluate the work of fire inspectors, including training.</li><li>• Provide input and oversight for all code enforcement activities.</li><li>• Resolves inspection complexities and concerns between the public, partners, and prevention staff.</li><li>• Meets with involved parties to achieve conflict resolution.</li><li>• Prepares analytical and statistical reports on fire prevention bureau operations and activities.</li></ul>

Key Responsibilities (cont)	<p><b>Additional Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Evolve and maintain understanding of principles, practices, and procedures of firefighting.</li> <li>• Eligible for shifts or fire suppression assignments, provided there are no conflicts with normally assigned duties. Available on call evenings and weekends for investigations and other duties.</li> <li>• May act as Fire Marshal in their absence.</li> </ul>
Skills and Abilities	<p><b>Staff Coordination and Leadership:</b></p> <ul style="list-style-type: none"> <li>• Lead, coordinate, and review the work of staff in the area of work assigned.</li> <li>• Provide direction and training to shift personnel.</li> <li>• Interpret, explain, and enforce District policies and procedures.</li> </ul> <p><b>Inspections and Investigations:</b></p> <ul style="list-style-type: none"> <li>• Perform complex fire and life safety inspections.</li> <li>• Supervise and conduct complex fire scene investigations, including evidence collection, witness interviews, detailed investigation reports, fire scene photography and scene documentation.</li> <li>• Coordinate fire inspection functions with other departments, outside agencies, and the public.</li> </ul> <p><b>Legal and Reporting:</b></p> <ul style="list-style-type: none"> <li>• Qualify and testify in court as an expert witness.</li> <li>• Prepare clear, concise, and accurate written reports.</li> <li>• Interpret and apply pertinent federal, state, and local laws, codes, and regulations.</li> <li>• Read and interpret complex building plans, specifications, building, and fire codes.</li> </ul> <p><b>Communication and Interpersonal Skills:</b></p> <ul style="list-style-type: none"> <li>• Communicate clearly and concisely, both orally and in writing.</li> <li>• Establish and maintain effective working relationships with those contacted in the course of work.</li> <li>• Give clear oral instructions and deal effectively with the public and co-workers.</li> <li>• Work cooperatively with others and contribute to a successful team.</li> </ul> <p><b>Physical and Observational Skills:</b></p> <ul style="list-style-type: none"> <li>• Maintain compliance with District physical fitness standards.</li> <li>• Maintain physical endurance and agility.</li> <li>• Make accurate observations and rapid judgments.</li> <li>• Understand and follow procedural instructions.</li> </ul>
Minimum Qualifications	<ul style="list-style-type: none"> <li>• Must have 5 years of full-time firefighter experience, at least 3 with the Montecito Fire Department.</li> <li>• CA State FF-I and Firefighter II certification.</li> <li>• CA State Company Officer Certification Eligible.</li> <li>• CA State Heavy Rescue Qualified.</li> <li>• CA-219: Wildland Firefighting – Firing Operations.</li> <li>• S-215: Fire Operations in the Urban Interface.</li> <li>• S-270: Basic Air Operations.</li> <li>• S-290: Intermediate Wildland Fire Behavior.</li> <li>• S-300: Intermediate Incident Command System.</li> <li>• Hazardous Materials First Responder – Operational.</li> <li>• California EMT certification.</li> <li>• CPR for the Professional Rescuer or equivalent.</li> <li>• AED certification.</li> </ul>

Minimum Qualifications (cont)	<ul style="list-style-type: none"> <li>Valid California Class B or C driver’s license with Firefighter endorsement.</li> <li>High School Diploma or equivalent.</li> <li>Associate of Arts or Science degree in any field.</li> <li>No felony convictions.</li> </ul>
Desired Qualifications	<ul style="list-style-type: none"> <li>AH-330: All-hazard Strike Team Leader.</li> <li>S-390: Introduction to Wildland Fire Behavior Calculations.</li> <li>CA State Fire Inspector 1.</li> <li>CA State Fire Investigator certification.</li> <li>CA State Plan Examiner certification.</li> <li>NFPA Certified Fire Protection Specialist.</li> </ul>
Other Requirements	<ul style="list-style-type: none"> <li>Meet insurability requirements of the District’s insurer.</li> <li>Must obtain CA SFM Fire Investigator certification within one year of appointment.</li> <li>Must complete OSFM Plan Examiner 1A &amp; 1B and obtain OSFM Fire Inspector 1 certification within three years of appointment to the position.</li> <li>Works one assigned staff workday per quarter as a station Captain on an operational resource, tracked in Vector Solutions under “Fire Captain – Assistant Fire Marshal – Station”. Working a 24 hour shift as a Fire Captain fulfills this requirement.</li> <li>Accept special duty assignments and work varied shifts as needed.</li> <li>If not previously a tenured Fire Captain, must complete a 12-month probationary period.</li> <li>As an “on call” investigator, a department vehicle may be available to take home.</li> </ul>
Physical Demands and Working Environment	<p><b>Physical:</b></p> <ul style="list-style-type: none"> <li>Frequent neck movement, simple grasping, fine finger dexterity, walking, standing, sitting, kneeling, climbing, balancing, squatting, bending, twisting at the waist, and lifting and carrying objects up to 20 lbs.</li> <li>Occasional lifting and carrying objects up to 25 lbs., running, and crawling.</li> <li>Lifting and carrying objects over 100 lbs. rarely, with or without assistance.</li> </ul> <p><b>Environmental:</b></p> <ul style="list-style-type: none"> <li>Exposure to extreme temperatures, noise, hazards of fires, hazardous materials, and biological hazards.</li> <li>Flexible work schedule to attain 40 hours per week, with breaks, subject to emergency interruptions.</li> <li>Possible off-duty call-ins for emergencies.</li> <li>Work settings include the fire station and field locations.</li> </ul>