



Employment Opportunity

FIRE CAPTAIN (To Establish an Internal Eligibility List Only)

FINAL FILING DATE:
THURSDAY, JANUARY 14, 2010 BY 5:00 PM

SALARY RANGE: \$77,795-\$94,560/yr with longevity steps to \$101,831/year (CCPFMA Salary Schedule and benefits effective: 1/1/10).

ESSENTIAL DUTIES: The Fire Captain coordinates and supervises the emergency and non-emergency activities of a fire station during an assigned shift to protect life and property. *A Fire Captain may also be assigned to the Fire Prevention Bureau and be responsible for the duties of a Deputy Fire Marshall.*

TYPICAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, schedules, assigns, and supervises the emergency and non-emergency activities of a company or station during assigned shifts; supervises staff in responses to emergency fire, medical aid, hazardous material, rescue or other situations and functions as incident commander.
- Plans, schedules, assigns, supervises and participates in equipment and station maintenance, fire prevention and inspection, paramedic services and other operational and administrative assignments for the company; personally performs fire suppression and medical treatment activities.
- Carries out various administrative and special assignments, including but not limited to equipment and apparatus evaluation and maintenance, paramedic training and support services, and execution of the department's training program.
- Participates in the interviewing and selection of employees; prepares performance appraisals and discusses and coordinates discipline and other personnel issues with higher level officers.
- Interprets policies, directives and personnel regulations and ensures their proper application; prepares and maintains a variety of records, reports, correspondence and other written materials.
- May supervise and perform specified staff assignments in addition to normal emergency response and fire suppression activities.
- Performs related work as assigned.

GENERAL QUALIFICATIONS Equivalent to:

- Completion of two (2) years of college with major coursework in fire science, management or a closely related field is desirable.
- Fire Officer Certification (California State Board of Fire Services)
- California Firefighter I and Firefighter II Certificates
- California EMT or EMT-P and CPR certification
- California class B or firefighter endorsement drivers license at time of appointment
- Successful completion of California State Fire Training System Driver Operator 1-A & 1-B
- Five (5) years of experience with a municipal or county fire department or special district in a paid firefighting capacity, including at least one (1) year in rank of Fire Engineer or two (2) years of experience performing driver operator/acting engineer functions.

ENVIRONMENTAL AND PHYSICAL REQUIREMENTS: Must possess strength and stamina sufficient to lift and carry equipment and individuals weighing up to 150 pounds, be able to wear self-contained breathing apparatus, and be willing to work structured shifts.

APPLICATION AND SELECTION PROCEDURE

An official City application is required. All application materials must be received in the Human Resources office by the final filing date. The application packet must include photocopies of required certifications.

You may obtain an application packet by visiting our web page at www.cathedralcity.gov; by calling our job hotline at (760) 770-0365, or in person at City Hall 1st Floor Reception, Cathedral City located at 68-700 Avenida Lalo Guerrero in Cathedral City between 7:00 AM to 5:30 PM, Monday through Thursday.

Candidates who successfully complete, and pass the Fire Captains promotional test will be placed on a Certified Company Officers list (independent from the eligibility list). The Certified Company Offices list shall remain in effect for a period of two years or until a new promotional exam is conducted.

All qualified internal candidates will be required to take a written test.¹ Those who do not pass the test are eliminated from the selection process at this time. Those who pass the test will be invited to participate in a selection process that may include a skills assessment lab, interview, and a Fire Chief's interview.

¹See source list of recommended materials for test preparation on reverse side.

STOCK 2354

FIRE CAPTAIN

Stock 2354 Fire Captain exam is divided into five content areas as follows:

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>QUESTIONS</u>
1	FIREFIGHTING TACTICS AND STRATEGY	25
2	FIRE INSPECTION	15
3	INCIDENT COMMAND	15
4	SUPERVISION AND MANAGEMENT	30
5	WRITTEN COMMUNICATION AND REPORTS	15

The references for this examination include:

SECTION 1:

- *Essentials of Fire Fighting*, 5th Edition. International Fire Service Training Association, 2008.*

SECTION 2:

- *Fire Inspection and Code Enforcement*, 7th Edition. International Fire Service Training Association, 2009.
- *Essentials of Fire Fighting*, 5th Edition. International Fire Service Training Association, 2008.*

SECTION 3:

- *Incident Command System Model Procedure Guide*, 1st Edition. Fire Protection Publications, 2008.**
- *Fire and Emergency Services Company Officer*, 4th Edition. International Fire Service Training Association, 2007.
- *Essentials of Fire Fighting*, 5th Edition. International Fire Service Training Association, 2008.*

SECTION 4:

- *Fire and Emergency Services Company Officer*, 4th Edition. International Fire Service Training Association, 2007.
- *Essentials of Fire Fighting*, 5th Edition. International Fire Service Training Association, 2008.*

SECTION 5:

- No specific reference for this section.***

* Candidates may also use *Essentials of Fire Firefighting and Fire Department Operations*, 5th Edition. IFSTA/Brady, 2008 or *Essentials of Fire Fighting*, 4th Edition.

** Candidates may use Book 1 or Book 2. Test questions are referenced solely to Section 1- Incident Command System.

*** While no reference is used for the section, candidates may study the following reference: *For the Record - Report Writing for Fire Services*, 2nd Edition. Innovative Systems, 2002.