



Job Description

TITLE: Fire Captain – Fire Prevention	JOB CODE: 3763
DEPARTMENT: Fire Department	FLSA: Non-Exempt
PREPARED: July 28, 2020	FLSA CLASS: Professional
UPDATED: April 12, 2022	WORK LOCATION: Bloomfield, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under limited supervision of the of the Deputy Fire Chief-Administration and Deputy Fire Chief-Operations, the Fire Captain-Fire Prevention shall assist the Fire Chief with emergency planning and preparedness. Shall be responsible for fire inspections, plans review, fire and life safety education and/or programs; conduct fire investigations. On a rotating basis serves as a Duty Officer with the responsibility of responding to major incidents for the purpose of managing, directing, or providing logistical support to incidents as needed.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assist the Fire Chief in resource management and planning; assist with emergency planning and preparedness and procedures.
- Inspects public buildings to include day cares, pre-schools, nursing, and educational facilities to identify fire hazards; provide advice to owners to aid in eliminating or reducing fire and life safety hazards.
- Assist in reviewing building and fire suppression system plans to assure fire code is met.
- Conduct classes on fire prevention, safety, and education; coordinate and conduct public education in schools, churches and community service projects. Answer questions of the public on fire prevention and life safety.
- Conduct investigations of fires to determine origin and cause; searches fire scene to gather, tag, and maintain chain of evidence; takes photographs and prepare drawings as required; interview witnesses and suspects; take written statements; prepare written report detailing all information related to the fire for use in future litigation and public record; testify in court as expert witness in fire investigations.
- Prepares various reports; maintains various files and records pertaining to prevention and investigation activities; maintains records of inspections; collects information for public safety and fire prevention presentations.
- Assist with preparing grant proposals and maintain financial records and requirements of the grant; prepares reports required by the grants.
- Assist in strategic planning, preparation, and implementation of department budgets; monitor department expenditures to maintain compliance with fiscal limitations;
- Serve as liaison with area agencies for Local Emergency Planning Committee (LEPC); exchanges information with other fire departments; maintain contact with community, officials, fire department staff in performance of fire department activities.
- Respond to potentially serious fires and other emergency incidents as assigned. Responds to emergency incidents as the Incident Commander, Sector/Division Officer, or part of a Command Staff Team and commanding, supervising, and/or participating in tasks, tactics, and strategies.
- Assist with developing Standard Operating Procedures.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles and practices of emergency response procedures and treatment methods; fire and rescue apparatus, fire suppression, fire prevention, and equipment.
- Knowledge of citizen volunteer fire program and emergency medical services.
- Knowledge of all local, state and federal laws, ordinances, rules and regulations pertaining to fire protection, emergency medical services, public safety, fire protection, and arson investigations.
- Knowledge of Insurance Services Organization (ISO) rating system.

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- Knowledge of County and SJCFD policies and procedures.
- Knowledge of governmental budgeting, planning, and process.
- Ability to think and act quickly and to act independently under stressful emergency conditions.
- Ability to work closely with a diverse volunteer population.
- Skill in reviewing building plans and evaluating the prevention systems.
- Skill in investigating the causes of fires and evaluating the potential for arson.
- Skill in identifying training needs, developing curriculum, and conducting public education fire prevention training programs.
- Skill in effectively managing, prioritizing, leading, and delegating tasks and authority.
- Skill in communicating tactfully and effectively, both orally and in writing.
- Skill in reading, interpreting, and applying standards as published in manuals, including policies and procedures.
- Skill in effectively presenting information to volunteer staff, management, public and employees.
- Skill in working independently or as a team member.
- Skill in establishing and maintaining effective working relationships with elected officials, volunteer firefighters, fire administration, field staff, County staff, and the general public.
- Skill in the use of a personal computer, Fire/EMS and standard business software.

Education and Experience:

- A high school diploma or GED equivalent and four (4) years of recent experience as an active member of a fire department involved in both fire suppression and emergency medical service, including one (1) year as an officer, lieutenant, or higher-rank is preferred; Associates degree, preferred.
- Structure Firefighter II, IFSAC preferred.
- NWCGS-130 and 190; L-180; S-131, S-290 certifications, preferred.
- EMR-Emergency Medical Responder certification.
- Valid State of New Mexico Class E driver's license or able to obtain within six (6) months of employment.
- Able to obtain Certified Fire Investigator within one (1) year of employment.
- Able to obtain Certified Fire Inspector I within one (1) year of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and outdoors in varied weather conditions; requires physical exertion under vigorous and unusual conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and animal bites, germs, bacteria, viruses, environmental allergies, gases and fumes. May be subject to exposure to CRTs and VDTs. May be subject to life threatening situations; involves the potential for exposure to high stress levels.
- May be subject to bending, reaching, kneeling, crawling, and lift in excess of 75 pounds.
- Will be required to complete and pass annual Work Capacity Test (WCT) at the Arduous level for wildland firefighters to meet the Wildfire Coordinating Group (NWCG) standards.
- Full-time work hours for this position consists of rotating shifts, nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department. May be subject to attend two (2) week wildland fire deployment.
- May be subject to 14 day wildland fire deployments.
- Position frequently requires travel.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

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Equipment and Tools Utilized:

- Specialized firefighting, emergency, and training equipment, apparatus, and response vehicles.
- Equipment utilized includes computerized and conventional office equipment, two-way radios, and mechanics tools.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____