

April 5, 2005

For City Council Meeting of
April 12, 2005

**Approval of Revised Classification Specification for
Fire Captain**

Recommendation

Staff recommends that the City Council approve the class specification for Fire Captain.

Background

The current classification specification for Fire Captain has not been reviewed since 1990. In preparation for an upcoming promotional examination staff has reviewed the specification and is recommending only two minor changes as detailed below.

Analysis

There are two minor changes proposed to the classification specification for Fire Captain. First, the educational requirement was modified to include courses in Emergency Medical Services (EMS) as specific qualifying educational experience. A considerable amount of the department's time is spent responding to medical aid calls and in training related to these services.

The second change is in the number of years of fire fighting experience required. The Fire Department believes four years of experience is adequate instead of the current five years. Staff has surveyed the experience requirements of the other cities. The cities of Long Beach, El Segundo, Torrance, and Redondo Beach also require four years of fire fighting experience to be eligible for Fire Captain. Manhattan Beach requires five years. As this is not a material change and is consistent with other cities requirements, the change is recommended.

The Civil Service Board reviewed and approved the class specification at their meeting of Wednesday, March 16, 2005. Following approval by the City Council, the Personnel Department will conduct a promotional exam in accordance with the established Civil Service Rules and Regulations.

Respectfully submitted:

Concur:

Michael A. Earl
Personnel & Risk Management Director

Stephen Burrell
City Manager

CITY OF HERMOSA BEACH
Class Specification

FIRE CAPTAIN

DEFINITION

Under general direction, to be in responsible command of a fire station; to perform work in a specialized area such as training or fire prevention; and to do related work as required.

EXAMPLES OF DUTIES

Supervises the activities of personnel performing fire inspections; responds to alarms and gives direction to the work of extinguishing fires and in performing related life and property protection; assigns personnel to cleaning, maintenance, repair and inspection activities; reviews the work of subordinates and suggests improvements; conducts or assists in drill and other training activities; following an alarm, supervises salvage, clean-up and equipment maintenance activities; supervises company inspections of buildings for fire prevention purposes; maintains station log of activities and prepares necessary reports; maintains budgetary records; reports the need for repairs; takes roll call and reports absences; participates in drills and business meetings of volunteers; keeps informed concerning fire hazards, hydrants and equipment out of service; attends schools and other training activities; conducts training programs for the department; may relieve Director of Public Safety during his absence as relates to fire department issues and/or represents the department at various meetings.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities: Knowledge of modern fire fighting prevention and suppression methods including size-up, hose-lay, pumping, ventilation, salvage and clean-up activities; fire service administration, procedures and equipment; modern methods of supervision and training; fire prevention policies and inspections; and principles of budgeting.

Ability to lead and supervise others in fire fighting activities; train others in such activities and in the operation of equipment; maintain records and prepare reports; win the confidence and cooperation of subordinates including volunteers, representative of other organizations and the public; effectively communicate both orally and in writing; learn and apply department rules and regulations; read and understand technical fire fighting material and rules and regulations concerned with fire fighting; understand and follow oral and written directions promptly and accurately; deal courteously and effectively with the general public; willingness to work at night and to report for duty in an emergency. Willingness to work under strict, adverse and dangerous conditions; meet medical (height, weight and physical) standards.

Education and Experience: Educational achievement equivalent to graduation from high school supplemented by twenty (20) semester units in fire science, fire administration, or emergency medical service (EMS) from an accredited college or university; and four (4) years fire fighting experience in a full-time, paid municipal fire department at the time of application.

Licenses/Certificates: Possession of a valid Class B California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment. Certification as State Fire Officer required within eighteen (18) months of appointment.

Special Condition: An applicant who was not a sworn fire employee of the City of Hermosa Beach prior to January 1, 1986, shall be disqualified from further employment consideration if said applicant has smoked tobacco within one year immediately preceding the date of the applicant's selection interview with the Director of Public Safety. Upon appointment, a new employee (after July 1, 1986) shall sign a statement affirming that, as a condition of continued employment, he/she will refrain from smoking tobacco.

Approved by the Civil Service Board: March 16, 2005
Approved by the City Council: