



**CITY OF TULARE**  
invites applications for the position of:

## **Fire Captain**

---

**SALARY:** \$32.87 - \$39.96 Hourly  
\$2,629.96 - \$3,196.73 Biweekly  
\$5,698.24 - \$6,926.24 Monthly  
\$68,378.88 - \$83,114.88 Annually

**OPENING DATE:** 07/20/16

**CLOSING DATE:** 08/17/16 11:59 PM

### **POSITION DESCRIPTION:**

Thank you for your interest in the position of Fire Captain with our department. We look forward to the opportunity to consider you as an applicant.

The dates associated with the various steps of our recruitment process are outlined in this job posting. Please be sure to make note of the dates and plan now to participate in each phase of the process.

### **DEPARTMENT OVERVIEW:**

Tulare Fire Department is comprised of two divisions: Administration and Fire Suppression.

**ADMINISTRATION DIVISION:** Tulare City Fire Department is responsible for enforcing local, state and federal fire safety laws. The Prevention Bureau within the admin division, achieves this by conducting annual fire & life safety inspections of all existing buildings that are open to the public. The prevention bureau performs plan reviews for safety compliance of all new commercial, industrial and multi-residential structures. Plan review consists of checking plans for fire safety features such as: fire sprinkler, and fire alarm plans. The prevention bureau is also very involved with the storage and sale of safe & sane fireworks, as well as large public gatherings most notably the World Ag Expo.

**SUPPRESSION DIVISION:** The Fire Suppression Division consist of forty-one (40) uniformed personnel. The primary responsibility of the fire suppression and first responder units are to respond to fire, emergency medical, rescue, and life safety emergencies within Tulare. Emergency Services are delivered through four (4) in-service fire companies from three (3) strategically located fire stations within the city. Three of the fire companies are staffed with three personnel (captain, engineer, and firefighter/paramedic) and one patrol unit is staffed with two personnel (captain and engineer/paramedic). A division chief is on duty each day to perform as an incident commander, supervise fire suppression activities, and provide personnel supervision.

**RECRUITMENT OVERVIEW:** *Please make note of all dates associated with our recruitment.*

### **WRITTEN EXAM:**

If we determine that you meet the minimum requirements for the position and that you have attached all of the required items, you will be invited to take a written exam which is the first phase of our recruitment process. Refer to the "Qualifications/Requirements" section of this posting for a complete list of all required documents.

The written examination will be administered on the morning of: **FRIDAY, AUGUST 19TH.** A minimum passing score of 70% is required on the written exam.

**SOURCE MATERIAL:** *The written exam will be based on the following source material:*

- \*IFSTA's Fire & Emergency Services Company Officer (4th Edition)
- \*IFSTA Essentials of Fire Fighting & Fire Department Operations (5th Edition)
- \*Brunacini's Essentials of Fire Department Customer Service (1st Edition)

### **INTERVIEW & ASSESSMENT PROCESS:**

Applicants that achieve a score of 70% or greater on the written exam will be invited to participate in our interview and assessment process which will be administered on: **Monday, AUGUST 29TH and/or Tuesday, AUGUST 30TH.**

The process will require approximately four hours of your time on one of the days. Depending on the number of qualified applicants, it may take two days for us to assess all of the candidates but you will only need to report on one of the days.

Please plan now to make yourself available on August 29th and 30th. As soon as we are able to confirm the number of qualified applicants, we will update you by email. At present, we anticipate sending you that confirmation on Tuesday, following the exam.

### **POSITION OVERVIEW:**

Under general supervision, plans, schedules, deploys, supervises, and reviews the work of Firefighters, Firefighter/Paramedics, and Fire Engineers of an assigned company or station responsible for providing fire suppression, rescue, emergency medical treatment, hazardous material response, and fire inspection and prevention services; takes command of fires and other emergency incidents within the City unless relieved by another officer; performs the full range of emergency response duties as a member of a response team; coordinates, and participates in non-emergency inspection, training, maintenance, and related activities; and performs other duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Fire Battalion Chief/Division Chief. Exercise direct and general supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is a full supervisory class in the fire series, responsible for all activities of an assigned company or station and for assisting with overall department management activities, as assigned. Responsibilities include both company command and the performance of a variety of emergency response, non-emergency maintenance, and administrative duties. This class is distinguished from the Fire Battalion Chief/Division Chief in that the latter is a management-level class responsible for the operations of an assigned program within the Fire Department.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

#### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Establishes incident command system at all emergencies; directs firefighting operations until relieved by a higher-ranking officer, including commanding tactical and safety activities to ensure all response activities are conducted in a manner consistent with prescribed policies and procedures.
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing effective fire suppression and prevention services; implements policies and procedures.
- Participates in the development of the Fire Department's budget, including submitting budget recommendations and monitoring expenditures.

- Plans, schedules, organizes, assigns, reviews, and evaluates the work of sworn staff of an assigned company or station; provides input into selection, disciplinary, and other personnel matters; may counsel employees as required.
- Identifies fire training needs of company personnel; drills and instructs personnel in the use of a variety of fire fighting apparatus, equipment, tools, and devices; instructs personnel on location of fire hazards in public buildings and the methods of combating fires in such places; ensures conformance of training and instructional work with department policies and procedures.
- Ensures an accurate and efficient inventory of equipment and supplies, including purchasing needed equipment and submitting equipment requests accordingly.
- Administers, coordinates, manages, and personally performs work in support of a variety of departmental programs and activities such as fire administration, prevention, public education, inspection, fleet equipment maintenance, inventory, training, or other aspects of the fire prevention and suppression programs.
- Represents the department and the City in contacts with other fire and medical response agencies.
- Provides mutual aid to other fire service and medical emergency agencies in accordance with departmental policy.
- Assists in rendering emergency medical services.
- Supervises and participates in the laying and connection of hose, direction of water streams, placement of ladders, ventilation of buildings, rescue of persons, and salvage operations; ascertains the need for and type of additional equipment necessary to handle emergencies; makes technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.
- Checks commercial and residential buildings for code compliance including in the areas of building exits, automatic sprinkler systems, fire alarms, fixed fire extinguishing systems, commercial hood and duct systems, emergency generators, underground water systems and hazardous materials storage; interprets and enforces provisions of fire prevention and fire safety laws, ordinances, and other regulations.
- Performs and assists in company and/or station inspections; inspects personnel, equipment, and company quarters.
- Conducts preliminary investigation on causes of fire; obtains and otherwise preserves evidence at a fire scene; collects, prepares, and presents evidence in court when required; prepares reports of findings and recommendations.
- Develops and maintains effective working relationships with the community; presents a variety of educational and public service programs to children, youth and community groups; responds to questions and comments from the public; collaborates with involved parties to reach resolutions on identified issues.
- Keeps immediate supervisor and designated others informed regarding present and potential work issues and provides solutions to address issues.
- Performs a variety of administrative duties including recording company activities in designated logs, preparing and maintaining records, reports, forms, recommendations, and other required administrative procedures of the company.
- Applies for various grants and coordinates the process from the beginning (i.e., grant writing) to the end (i.e., purchase order tracking).
- Attends meetings, conferences, workshops, and training sessions and reviews materials to remain current on principles, practices, and developments in assigned work areas.
- Performs the full range of Firefighter and/or Fire Engineer duties.
- Performs other duties as assigned.

When performing the Training assignment:

- Oversees and coordinates the daily operations and activities of a comprehensive training program within the Fire Department, ensuring that the assigned program has the necessary logistical support to ensure efficient operations at all times, and compliance with Federal, State, and local training mandates.
- Trains and supervises assigned staff to implement goals, objectives, and functions of training programs, including coordinating and participating in ongoing training activities, participating with staff in correcting deficiencies, and maintaining records as appropriate.
- Schedules monthly training of staff; plans, oversees, and coordinates all related activities; produces, maintains, and manages all training-related reports, records, and logs.

- Plans, develops, and instructs training courses in a variety of fire service areas; researches various current materials, tools, techniques, and equipment for performing various emergency tasks.
- Participates in training planning on at the local, State, and national level as a member of related committees and organizations.
- Manages and administers the training budget; prioritizes training leave; approves and purchases training materials and supplies.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation and the training of staff in work procedures.
- Principles, practices, procedures, techniques, and equipment used in: fire, medical, and hazardous materials emergency response, including containment and clean-up; technical and confined response situations.
- Basic emergency medical procedures including basic first aid and CPR.
- Symptoms of medical emergencies and of appropriate responses to such conditions.
- Practices, procedures, and equipment used in fire investigations, including the ability to recognize and collect evidence.
- Basic building construction techniques and practices including operation characteristics and designs of fire protection, sprinkler, alarm, elevators, and other related systems.
- Safety practices and equipment related to the work.
- Computer applications related to the work.
- Geography of the City, including locations of streets, hydrants, sprinkler and standpipe hookups, and alarm panels.
- Applicable Federal, State and local laws, codes, and ordinances.
- Safety practices and equipment related to the work.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

### **Ability to:**

- Plan, schedule, assign, supervise, review, and evaluate the work of staff on an assigned shift.
- Train staff in work procedures.
- Serve as an integral part of the department's management team; including administering assigned programs and projects.
- Perform fire suppression and associated rescue and salvage work in a safe and effective manner.
- Evaluate patients' conditions and properly render emergency medical care including administration of emergency medications.
- Perform at required EMS, technical rope rescue, and hazardous material operation levels.
- Apply the mechanics of fire fighting.
- Operate vehicles and apparatus safely and in conformance with department procedures and traffic laws.
- Deal with hazardous materials incidents in conformance with department procedures.
- Maintain accurate records and prepare clear and accurate reports and other written materials.
- Interpret, apply, and explain complex codes, regulations, and ordinances.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Establish and maintain a variety of manual and computerized recordkeeping and project management systems.
- Make sound, independent decisions in emergency situations within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **QUALIFICATIONS / REQUIREMENTS:**

### **EDUCATION & EXPERIENCE:**

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade supplemented with extensive course work in fire science, police science, fire investigation, or related field, and five (5) years of progressively responsible full time paid fire fighting experience. Seasonal experience may be used to fulfill this requirement if documentation can be provided that indicates the experience was equivalent to that of full time firefighting duties. In addition, two (2) years in the operation of equipment and apparatus at the level of Fire Engineer is desirable. A two-year degree in Fire Science or a related field from an accredited college is highly desirable.

**LICENSES & CERTIFICATIONS:** *Applicants are required to attach copies of the following licences & certificates to their application. Failure to do so will result in your application being disqualified.*

- Possession of an appropriate driver's license with a satisfactory driving record.
- Possession of a valid Fire Officer certificate from the California State Fire Marshal.
- Possession of the Hazardous Materials First Responder Operations certification.
- Possession of a valid healthcare provider CPR certification.
- Possession of a valid EMT-I certification or valid EMT-P issued by a California Emergency Medical Services Authority.

### **ADDITIONAL INFORMATION:**

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility, physical strength, and stamina to respond to emergency situations and use all emergency apparatus and equipment; perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders; to operate a motor vehicle and to visit various City and meeting sites; vision to discern colors and assess emergency situations, including medical incidents, to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is partially a sedentary, partially a field classification that requires operating in emergency situations and identifying and assessing problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, operate standard office equipment, and to operate above-mentioned apparatus and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites, and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials, objects, and individuals necessary to perform job functions.

#### **ENVIRONMENTAL ELEMENTS**

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The work also involves work in the field with exposure to loud noise levels, extreme temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and public and private representatives in interpreting and enforcing departmental policies and procedures.

#### **WORKING CONDITIONS**

Employees are required to work shifts, as scheduled by the department.

---

411 East Kern Ave  
Tulare, CA 93274  
559-684-4201

---

### **Fire Captain Supplemental Questionnaire**

- \* 1. Do you possess a high school diploma or GED?  
 Yes    No
  
- \* 2. Have you completed extensive course work in fire science, police science, fire investigation, or a related field?  
 Yes    No
  
- \* 3. Do you have five (5) years of progressively responsible full time paid fire fighting experience? Seasonal experience may be used to fulfill this requirement if documentation is provided that indicates the experience was equivalent to that of full time firefighting duties.  
 Yes    No
  
- \* Required Question