

## POSITION OF FIRE CAPTAIN

Under general supervision, plans, organizes, supervises and participates in fire related activities including suppression, prevention, and investigation; rescue and medical emergencies; performs related duties as required.

## EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Supervises engine company personnel engaged in fire suppression, prevention, and investigation and the provision of rescue, emergency medical and other services provided by the Fire Department.

Responds to fire and other emergency calls; makes necessary decisions in emergency situations as regarding the deployment of firefighters and equipment, fire suppression activities, emergency medical, and rescue procedures.

Conducts and supervises the inspection of commercial and industrial buildings to enforce fire codes and ordinances; identifies fire hazards, collects information, and participates in pre-fire planning processes.

Provides training through drills, classroom instruction, shift briefings and on the job instruction; enforces department rules and regulations regarding employee conduct and performance; conducts performance evaluations and counsels employees; makes recommendations concerning disciplinary action; maintains personnel and other department records.

Directs and may participate in the cleaning, maintenance, and repair of fire equipment, apparatus, and facilities.

Participates in on-going training and development activities to maintain current knowledge of technological advancements and other relevant information; may participate in special projects and perform staff assignments such as supply, maintenance, personnel, budget, etc.

Keeps subordinates and supervisors adequately informed of significant matters which affect their work, attitude, and

morale; advises and consults with their immediate supervisor on a regular and on-going basis; interacts with the public at large.

Prepares timely and accurate reports and maintains company files in an up-to-date status as required; generates a monthly report for immediate supervisor regarding work activities; assists in budget development regarding station maintenance and improvements.

## QUALIFICATION GUIDELINES

Candidates for Fire Captain promotional examinations shall be required to have four years' firefighting experience and possess an AA or AS Degree, which includes a curriculum in Fire Science or ten years of firefighting experience with the El Segundo Fire Department. If the promotional testing is declared to be open-competitive, the requirements for outside candidates shall be equivalent to the educational requirement and/or equivalent to the time in rank in a full time professional fire department.

THE ABOVE REQUIRED EDUCATION AND EXPERIENCE MUST BE OBTAINED BY TIME OF FILING OF APPLICATION.

Extensive knowledge of fire safety regulations, fire safety prevention laws and ordinances; firefighting principles and techniques; fire prevention principles and techniques; emergency medical service and rescue methods; Fire Department Administration as may be relevant to work of a first line supervisor; local, state and national fire safety codes and laws; building materials and construction; principles of combustion; local geography and major fire hazards of the City. Considerable knowledge of fire/arson investigation and case processing; supervisory practices; laws and court decisions regarding the rights of employees.

Ability to supervise and prioritize the work of others; direct others in emergency situations; identify and evaluate target hazards; evaluate and adjust water flow; train others in fire prevention and suppression techniques; understand written and verbal directions; communicate effectively, both verbally and in writing; maintain records and prepare reports; establish and maintain effective relationships.

**Special Requirements:** Possession of, or ability to obtain, a valid Class "C" California Driver's License and a

satisfactory driving record. *Depending upon assignment, a valid Class "B" California Driver's License and Driving Instructor's Certificate may be required.*

Possession of EMT-1 Certification, including CPR Certification.

**Desirable Qualifications:** Possession of a State Fire Officer Certification.

## APPLICATION FILING PROCEDURE

Applicants must submit the required City application by 5:30 p.m., Friday, March 20, 2009 with the Human Resources Department, 350 Main Street, El Segundo, CA 90245, (310) 524-2336. Each applicant is responsible for the proper submission of their application. Applicants providing any additional supplemental material with their application must provide their materials at time of application filing. POSTMARKS AND/OR FACSIMILES OF REQUIRED APPLICATION FORM WILL NOT BE ACCEPTED. REQUIRED EDUCATION AND EXPERIENCE MUST BE OBTAINED BY TIME OF FILING OF APPLICATION.

## EXAM PROCESS AND TESTING SCHEDULE

The following *is all tentative* until qualifying candidates receive their written confirmation from the Human Resources Department.

Continuing candidates will not be provided their scores until the testing process is complete and an eligibility list established. All questions concerning the examination process are to be addressed through the established chain-of-command of the Fire Department.

<u>Component</u>	<u>Weight</u>	<u>Date</u>
Written Test	20%	3/25/09
Tactical Exercises	40%	4/1/09 4/2/09 (if necessary)
Oral Interview	40%	4/7/09 4/8/09(if necessary)

**Written Test (Multiple Choice):** The pass point for the written test will be set at 70%. Candidates must pass the written test in order to continue into the next component of the examination process.

**Tactical Exercises:** The tactical exercises will be designed to allow candidates to demonstrate possession of the knowledge, skills and abilities required of an El Segundo Fire Captain when confronting emergency response situations. Candidates may be evaluated on the following rating criteria: 1) Job Knowledge; 2) Analytical Ability; 3) Decision-Making Ability; and 4) Command/Management Ability. Candidates must pass all portions of the tactical exercises examination component in order to continue to the oral interview.

**Oral Interview:** Candidates may be evaluated on the basis of the following rating criteria: 1) Education, Training and Experience; 2) Job Knowledge; 3) Supervisory/Leadership Ability; 4) Interpersonal Skills; 5) Problem Solving/Decision Making Ability; and 6) Oral Communication Skills.

**Testing Location:** Testing may be conducted at City Hall, the Police Department, Fire Station #1, the Library and/or the Joslyn Center.

#### CANDIDATE NOTIFICATION

The Human Resources Department will notify candidates on their application status, testing, examination results and ranking on the eligibility list. Candidates must pass each test phase in order to continue in the examination process. Participating candidates will not receive their scores until the examination process is completed and an eligibility list established. At this time, each candidate will receive a written breakdown of their examination scores by the Human Resources Department.

#### ELIGIBILITY LIST

Candidates achieving an overall passing score (70% or higher) on each of the examination components described above will have their names entered on a promotional eligibility list. The eligibility list will be in effect for a period of twelve (12) months and may be extended up to an additional twelve months to fill future vacancies.

#### PROBATIONARY PERIOD

All appointees to the position of Fire Captain must satisfactorily complete a probationary period of twelve (12) months to attain permanent status as a Fire Captain.

*The provisions of this bulletin do not constitute an expressed or implied contract, or guarantee of promotion and may be modified or revoked without prior notice*

ANNOUNCEMENT POSTED: 2/6/2009  
NOTICE POSTED: 2/6/2009

# THE CITY OF EL SEGUNDO

*invites applications  
for*



## FIRE CAPTAIN

*(Closed-Promotional)*

**\$6,984.26 - \$8,452.54\***

monthly base salary

(\*PENDING FINAL COUNCIL APPROVAL)

**FINAL FILING DATE:**

Friday, March 20, 2009–5:30 p.m.

[www.elsegundo.org](http://www.elsegundo.org)

The City of El Segundo is an  
Equal Opportunity Employer.