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| STATE OF CALIFORNIA  DEPARTMENT OF FORESTRY AND FIRE PROTECTION  **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**  PO-199 (04/01) | | | | | | Working Title of Position  Captain | | | | |
| Division and/or Subdivision | | | | |
| INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) “…material changes in the duties of any position in his or her jurisdiction”. The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (\*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee. | | | | | | Location of Headquarters | | | | |
| Class Title of Position | | | | |
| Position Number | | | | |
| Effective Date | | | | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | | | | | | | | |
| 100% | Works under the direction and supervision of the Career Captain. Duties and responsibilities may vary dependent upon geographic location and type of equipment involved.  It must be clearly understood this is a position that requires sound leadership and management skills, as well as a good working knowledge of BCFD policy and VFC bylaws and procedures. The Captain must be able to maintain a good, cooperative working relationship with the Battalion Chief, Career Captain, and volunteer firefighters.  General duties and responsibilities:  The position may involve the coordination of a fire station and/or equipment. Includes the organization and training of volunteer fire company members in conjunction with career firefighters. Where applicable, organizes and coordinates station activities such as facility and equipment maintenance; conducts or assists fire prevention programs within the station influence area; and may coordinate the daily activities of all volunteer firefighting personnel with Career Company Officers to provide for the highest level of safety and training.  Specific duties:  Must meet all minimum training and experience requirements detailed in this manual.  Ensure that all assigned fire equipment is operational by performing required preventative maintenance and minor repairs.  Equipment shall be returned to quarters in a clean and in-service state.  With the assistance of the Career Captain and the Department Training Officer, supports and participates in an ongoing training program for the VFC to provide for the highest level of skills.  Acts as the issuance officer for VFC station. Keeps manuals in an up-to-date condition.  Ensures maintenance of station facility and grounds in the best possible condition. Schedules minor repairs, painting and yard maintenance.  Maintains station administration files, training manuals, and order necessary supplies and equipment to keep the station and equipment operating (at “Volunteer” stations). | | | | | | | | | |
| \*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation. | | | | | | | | | |
| Job qualifications and/or conditions of employment: | | | | | | | | | | |
| "We have discussed this document in its entirety and understand the duties of this position." | | | | | | | | | | |
| Employee Signature | |  | Date |  | Supervisor Signature | | | |  | Date |
| **Personnel use only** | | Posted to Directory | |  | | | |  | | |
| Initials and date | | | |
| STATE OF CALIFORNIA  DEPARTMENT OF FORESTRY AND FIRE PROTECTION  **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**  PO-199 (04/01) **- PAGE 2** | | | | | | | Working Title of Position  Captain | | | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | | | | | | | | |
| 100% | Ensures maintenance of station facility and grounds in the best possible condition. Schedules minor repairs, painting and yard maintenance.  Maintains station administration files, training manuals, and order necessary supplies and equipment to keep the station and equipment operating (at “Volunteer” stations).  Ensures all VFF’s assigned to the volunteer fire company are current on all required training and take appropriate action when a VFF fails to maintain compliance with required training.  Initiates command of all fires and other emergencies (when first at scene) until relieved.  Attends scheduled training, as directed, to maintain proficiency in all-risk skills and leadership skills.  Where appropriate or authorized by the Career Captain /Battalion Chief, provides for an ongoing community relations program, including conducting open house for visitors and assisting in various Department fire prevention activities. | | | | | | | | | |
| \*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation. | | | | | | | | | |
| Job qualifications and/or conditions of employment: | | | | | | | | | | |
| "We have discussed this document in its entirety and understand the duties of this position." | | | | | | | | | | |
| Employee Signature | |  | Date |  | Supervisor Signature | | | |  | Date |
| **Personnel use only** | | Posted to Directory | |  | | | |  | | |
|  | |  | | Initials and Date | | | |  | | |