

# Olivehurst Public Utility District



## Committee Staff Report

Meeting Date: February 4, 2020

### Item description/summary:

**Filling One of three open Captain position:** the district has three open Captain position in the fire department. I would like to fill one of the position using OPUD lateral hiring policies. I recommended that we close the other two Captain positions after we fill the Captain position. This will better fulfill are rank structure in the department. This would give the department one Battalion Chief, two full time Captains, one Engineer, one Firefighter driver and two firefighters. I also recommended that we close the Engineer position once the Captain's position is filled.

### Fiscal Analysis:

Would cost an additional \$3,500 per year.

### Employee Feedback

### Sample Motion:

Move to full board

Prepared by:

Battalion Chief Randy York

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## **OLIVEHURST PUBLIC UTILITY DISTRICT** **LIMITED TERM CAPTAIN**

### **DEFINITION**

The position is contingent on funding from The Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) Grant Programs Directorate FY 2012 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program. Under general supervision, has command of a fire fighting company, its equipment and station. Duties involve responsibility for directing the activities of fire fighting personnel at the scene of a fire, including their safety, and for the effective and efficient extinguishing of the fire until relieved of command by a superior. A primary responsibility is participation in ongoing training programs, to include development and instruction in courses that may relate to the fire services of the particular department.

### **EXAMPLE OF DUTIES**

- Plans and executes work assignments of Temporary, Seasonal, and Volunteer Fire Personnel on an assigned shift.
- Responds to fire alarms as commanding officer, and as such is responsible for the fire supervision and the performance and safety of his men.
- Directs the fire fighting and rescue operations. The first arriving officer to the fire becomes fire command until relieved by a superior officer. After the fire is extinguished, the Captain participates in the supervision of cleanup operation.
- Participates in and/or takes charge of rescue operations and the application of emergency first aid.
- Directs the cleaning of quarters, equipment and apparatus at fire stations; inspects personnel, and maintains discipline.
- Instructs and drills fire department personnel in fire fighting methods, techniques and related subjects.
- Supervises and participates in the inspection of buildings and installations for fire hazards and fire safety systems as required by State laws and District ordinances.
- Prepares inspection reports and makes recommendations to superior officer.
- Makes follow-up inspections to see if deficiencies have been corrected.
- Assists in planning and conducting the District wide fire prevention program, which includes making speeches and showing films to civic clubs, school, and

other, organized groups.

- Maintains records on company personnel regarding training courses taken, score achieved, and certificates awarded, and related training activities.
- Prepares reports and maintains records.
- Performs other duties as assigned.

## **DESIRABLE QUALIFICATIONS**

### Knowledge of:

- Fire fighting principles, practices, methods, techniques and equipment.
- Principles and practices of leadership, training and supervision.
- Relevant rules and regulations.

### Ability to:

- Assign, train, supervise and evaluate the work of station house fire fighting personnel.
- Apply fire fighting principles, practices, methods and techniques to the fighting of fires.
- Analyze difficult fire fighting situations, problems and data.
- Use judgment in decision-making.
- Supervise the keeping of records and to prepare reports.

## **JOB QUALIFICATION REQUIREMENTS**

In order to qualify for this position, the following requirements must be met at the time of evaluation for the position, and these requirements must be maintained by individuals throughout the employment with the District. Failure to maintain these requirements would disqualify the applicant from further consideration, and will serve to disqualify the individual from continuing to serve to disqualify the individual from continuing to serve in said position if hired.

### Minimum requirements:

- Equivalent to the completion of the twelfth grade.
- Possession of a valid CPAT card issued within prior 12 months

- Must be insurable by District's auto liability insurer.
- Possession of valid California Drivers License with Firefighter Endorsement.
- Five years of experience as a line fire fighter (Fire Science Certificate of a closely related field may be substituted for up to a maximum of 2 years of the 5 years of desired experience as a line fire fighter).
- Certification as Emergency Medical Technician
- Certification as Fire Fighter I (issued by State Fire Marshal Office).
- Certification as Fire Fighter II (issued by State Fire Marshal Office) to be obtained within one year from date of appointment.
- Certification as one of the following (Fire Instructor 1, Fire Prevention Officer, Fire Investigator 1 or Public Education Officer 1) issued by State Fire Marshal Office to be obtained within one year from date of appointment.

### **SPECIAL REQUIREMENTS**

Essential Duties require the following physical skills and work requirements: Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; think and act quickly in emergencies; effectively deal with personal danger; maintain physical condition appropriate to the performance of assigned duties and responsibilities including running, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, operating assigned equipment and vehicles; work in an environment with exposure to fire and smoke, extreme heat and cold, diseases, medical hazardous waste, harsh or harmful chemicals, cleansing agents, other skin irritants and other potentially hazardous substances; maintain effective audio-visual discrimination and perception needed for making observations, distinguish color, sound, texture, odor, and shape; hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry or use of other office equipment or supplies.

**Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.**