



## CLASS SPECIFICATION

Class Code: 18876  
Date Est: 01/2021  
Last Rev:  
Last Title Chg:  
FLSA: Non-exempt  
Probation: 12 Months

### FIRE CAPTAIN - PREVENTION

#### **DEFINITION**

Under general supervision, supervises and performs operational, technical, administrative, and fire prevention related and programs for the Truckee Meadows Fire Protection District (District); and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

An Associate's degree from an accredited college or university in Fire Science, Fire Administration, Fire Management, General Studies, Business Administration, Public Administration, or a closely related field.

#### **AND**

Three years of continuous service at the rank of Fire Prevention Specialist or equivalent full-time position in a similar government organization.

#### **OR**

Six years continuous service at the rank of Fire Prevention Specialist or equivalent full-time position in a similar government organization.

#### **LICENSE OR CERTIFICATE**

##### **Required at time of application:**

Certification by the International Code Council as a Fire Inspector I.

Certification by the International Code Council as a Fire Inspector II.

Certification by the International Code Council as a Fire Plans Examiner.

Incident Command System 100, 200, 700 and 800.

##### **Required at time of appointment:**

A valid driver's license is required at the time of appointment.

##### **Required at time specified below:**

Certification by the International Code Council (ICC) as a Building Plans Examiner within six (6) months of appointment.

Certification by the International Code Council (ICC) as a Code Specialist within nine (9) months of appointment.

Certification by the Nevada State Fire Marshal as a Fire Instructor I within one (1) year of the date of appointment.

ICS 300 – Intermediate Incident Command System within one (1) year of the date of appointment.

### **SUPERVISION EXERCISED**

Exercises direct and functional supervision over assigned professional, technical, and clerical staff assigned to the Fire Prevention Division.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervises services and activities of the Fire Prevention Division including fire plan review, fire inspections of commercial, industrial, and residential properties, fire investigation origin and cause, and public fire education; administer District policies and procedures. Coordinates inspections for various facilities including schools, hospitals, factories, and buildings to ensure adherence to fire safety standards.

Perform complex fire plan review and assist with projects from County Planning and Building Departments as well as other external governmental agencies; train and provide guidance to subordinates in performing these duties as well as providing guidance for associated inspections and related issues. May review and evaluate alternative materials and methods of construction and code modifications that fall within the scope of professional training, knowledge, and authority.

Represent the Fire Prevention Division to County departments, elected officials, and outside agencies; coordinate Fire Prevention Division's activities with those of other departments and outside agencies and organizations. May be assigned to participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.

Provide recommendations and participate in developing, and implementing goals, objectives, regulations, policies, and priorities for the Fire Prevention Division; identify resource needs; recommend the implementation of policies and procedures. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; suggest necessary changes and implement as directed. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Motivate, mentor and manage assigned staff, conduct performance evaluations, provide direction to staff, and work with employees to handle deficiencies; participate in disciplinary and termination issues as necessary.

Provide input for planning, directing, and coordinating the Fire Prevention Division's strategic plan elements through subordinate level staff; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.

Participate and assist in the development and administration of the Fire Prevention Division budget; verify the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Develop and implement procedural methods and practices for reviewing plans, conducting inspections, investigating incidents, and providing public education related activities as required; provide staff with continued technical support and training as required.

Investigates or directs the investigation of fires, may lead large or major fire investigation cases, to determine origin and cause. Coordinate and/or collaborate with law enforcement agencies to establish the corpus delicti of arson cases and assist with prosecution.

Respond to and resolve difficult and sensitive citizen inquires and complaints. Shall maintain confidentiality of complainants. Coordinate with civic groups, public agencies and related groups to make presentations regarding Fire Prevention Division's programs, policies and activities; negotiate and resolve sensitive and controversial issues.

May assume command of the Fire Prevention Division in the absence of the Deputy Fire Chief of Fire Prevention to include functioning as the fire code official in accordance with adopted fire code as requested.

May serve in an ICS/NIMS position at emergency scenes; manage emergency scenes involving multi-agency activities to ensure coordination of efforts and/or function within the regional Emergency Operations Center (EOC).

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Policies, procedures, and regulations of Truckee Meadows Fire Protection District.

Current District and County adopted fire and building codes.

District Collective Bargaining Agreements.

Local geography including WUI areas, the location of water mains and hydrants, and the major fire hazards of the District.

Principles and practices of municipal budget preparation and administration.

### **Ability to:**

Provide training and mentoring to support staff.

Effectively represent the programs, operations and functions of District and assigned functional area with the public, District staff, elected officials and other government agencies.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or*

*other evaluation methods.)*

**Knowledge of:**

Operations, services, and activities of a comprehensive Fire Prevention Division.

Principles and practices of organization, supervision, and training.

Supervisory skills to analyze programs, policies, and operational needs of subordinate personnel and provide performance evaluations.

Principles and practices of program development and administration.

Operational characteristics, services, and activities of an all hazards Fire District.

Principles, practices and procedures of fire prevention, fire operations, and emergency medical services.

National Fire Protection Association standards.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Planning, organizing, assigning, supervising, directing, reviewing, and evaluating the work of staff.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Communicate in a clear, concise manner, both orally and in writing, including making presentations to small and large audiences.

Understand and follow oral and written directions.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

Read and comprehend laws, regulations, policies, and procedures.

Read and follow street maps.

Climb ladders and work at considerable heights.

Maintain records and prepare reports.

Operate a personal computer, using an interactive database and a variety of software packages.

Act with integrity; exercise appropriate discretion and maintain confidentiality of information.

Establish and maintain effective working relationships with departmental personnel, other agencies, the public, and others contacted in the course of work.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel, walk, sit, stand, climb, crawl, and light lifting. Operate motorized vehicles. Corrected hearing and vision to normal range. Verbal communication and reading ability. Ability to work at considerable heights. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Ability to tolerate exposure to dust, noise, grease, smoke, fumes, gases, potentially hazardous chemicals; work in inclement weather conditions; travel from site to site.

Work hours may vary occasionally and could include extended shifts, nights, weekends, and holidays.

May work within emergency incident environments which include loud noises, hazardous conditions, and varying levels of personal risk.

Use of safety equipment, as needed.

Must pass an annual physical exam and medical exam in order to continue employment.

All applicants will be required to pass a thorough medical examination test prior to appointment and for continuing employment.

Applicants will be required to undergo a background investigation prior to being considered for employment.

All licenses and certifications required to be kept current and maintained for continued employment.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*