

Fire Captain (2142)
Task List 2020

OVERALL FUNCTION STATEMENT: Commands a Fire Department company, or unit involved in fire suppression, fire prevention, arson investigation, communications, training, the maintenance of rescue equipment, or occupational safety and health; or performs specialized staff work such as planning and community relations.

EMERGENCY OPERATIONS

1. Implements operational risk management systems to ensure the optimal safety of incident personnel by utilizing the Standards of Command and Departmental Standard Operational Procedures (SOPs) for incidents such as High-Rise, Brush, Metrolink, Earthquake, and Multi-Casualty Incident.
2. Assumes command and conducts size-up of fire scene by observing factors such as location, type, size, and construction of building, involvement of fire, exposure of surrounding buildings, and life hazards, and describes this information over the radio in order to plan firefighting and rescue strategy and tactics, determines if additional companies are needed (or dispatched companies aren't needed), and provides fire scene information to incoming companies.
3. Oversees emergency response activities while remaining alert to situations which may threaten safety of firefighting and rescue personnel, such as changing fire conditions or hazardous surroundings, takes any appropriate action including evacuating the surrounding area or changing firefighting strategies and tactics in order to ensure the safety of company members.
4. While traveling to the scene of emergencies, reads and reviews pertinent alarm dispatch information (e.g., mobile data computer (MDC), maps, teletype messages, and building inventories), considers factors such as traffic, street closures, water supply, routes of incoming companies, and other physical factors which could change response patterns in order to determine exact location of emergencies and where apparatus should be positioned.
5. Develops complete familiarity with first-in, first-alarm, and greater-alarm districts and learns the major routes traveled by other responding resources by conducting pre-fire planning, driving through the district, and studying maps/mapping systems.
6. Provides leadership and communication during all-risk incidents to ensure they are brought under control as efficiently and safely as possible by supervising operations (e.g., evacuating, extricating, and rescuing people).
7. Directs and/or assists in applying appropriate strategies, tactics, and utilization of the proper type of extinguishing agents (e.g., water, foam, powder) in order to ensure the emergency incident is brought under control efficiently and safely.

8. Coordinates and controls effective ventilation operations (horizontal and/or vertical) by performing actions such as assisting with smoke removal and roof cutting operations, in order to ensure that the emergency incident is brought under control as efficiently and safely as possible.
9. Supervises the placement of ground and aerial ladders in order to support incident operations as efficiently and safely as possible.
10. Supervises the positioning of apparatus during incidents in order to ensure the emergency incident is brought under control as efficiently and safely as possible.
11. Supervises the placement of hose lines (supply and hand lines) in order to ensure the emergency incident is brought under control efficiently and safely.
12. Develops and communicates situational awareness to assist in determining the origin and cause of a fire by noting various factors (e.g., suspicious activities, signs of forcible entry, color of flames and smoke, presence of incendiary devices, odors present), notifying arson investigators, and securing the fire scene until the investigators' arrival.
13. Supervises, directs, and/or assists overhaul operations in order to determine the fire is fully extinguished (e.g., no smoldering or burning materials) and ensure the fire scene is safe and secure prior to the fire company leaving.
14. Supervises, directs, and/or assists performing salvage operations (e.g., covering or removing contents) in order to ensure the emergency incident is brought under control efficiently and safely.
15. Supervises, directs, and/or assists performing decontamination operations (e.g., removal of surface contaminants and doffing of protective equipment) consistent with Department policies in order to ensure the safety of assigned incident personnel.
16. Supervises, directs, and/or assists administering emergency medical treatment (e.g., cardiopulmonary resuscitation, first aid) in order to ensure the emergency incident is brought under control efficiently and safely.
17. Conducts pre-incident planning with station members and personnel from near-by fire stations by walking through areas (e.g., buildings, Metrorail system, freeway interchanges, ships, and wildland urban interface) within first-in and first-alarm districts, and developing company operations for handling emergencies at major target hazards by observing and discussing important structural features (e.g., roof types and utility locations) and specific hazards (e.g., presence of hazardous materials).

LEADERSHIP AND SUPERVISION

18. Conducts themselves in a manner that is consistent with the Department's Core Values (Service, Professionalism, Integrity, Respect, and Teamwork) at all times in order to set an example of proper behavior and maintain a professional work environment.
19. Monitors the work environment by maintaining situational awareness of surrounding activities, observing workplace relationships, taking immediate action to correct improper behavior with a focus on risk management in accordance with Department policies, and being receptive in order to ensure that all work locations are free from discrimination, harassment, hazing, and horseplay.
20. Conducts meetings (i.e., line-up) with on-duty station personnel to pass on important information from various sources (e.g., previous shift, Departmental communications), to schedule activities for the day (e.g., training or maintenance), and to discuss and critique previous emergency incidents.
21. Relieves previous shift (usually another Fire Captain), by reviewing company journals, discussing relevant issues and/or concerns with personnel from previous shift and conducting inspections of apparatus and equipment in order to adequately prepare for the shift and ensure readiness for any emergency.
22. Evaluates and counsels the performance of subordinate and probationary personnel including providing constructive feedback regarding job performance and completing the appropriate reports (e.g., Daily Observation Report [DOR], Member Performance Evaluation [F-1122]) in a timely fashion, and providing any other necessary documentation.
23. Reviews daily staffing report (F-11) to ensure appropriate personnel levels are maintained and ensure members are aware of their working responsibilities.
24. Conducts safety inspections of the fire station to determine condition of the facilities and assigned equipment and apparatus, and to find and correct any potential safety deficiencies (e.g., spilled oil or tripping hazards).
25. Maintains awareness of subordinates' mental health (e.g., facilitates a debriefing after a traumatic event, observes members for signs of abnormal behavior and attitude changes) and takes necessary follow-up steps, such as arranging for assistance with behavioral health providers.
26. Performs duties and responsibilities of immediate supervisor (i.e., Fire Captain II) in this member's absence.
27. Directs the recruitment and retention of qualified entry-level candidates and probationary members by providing mentoring and training.

ADMINISTRATIVE

28. Ensures appropriate staffing levels by using the proper Department hiring procedures, including Network Staffing System (NSS), F-590 instructions, Letter of Agreements (LOA), and notifications to affected members.
29. Documents member illness and injuries by completing reports and forwarding as appropriate; coordinating medical treatment of injured or ill employee with Medical Liaison Unit (MLU) and appropriate supervisors; and providing any necessary explanations or instructions in order to assist personnel going off or returning to duty for medical purposes.
30. Administers LAFD policies regarding Leaves (e.g., IOD/NIOD, Military, Family) by ensuring that proper procedures are followed (e.g., correct forms are completed, members provide appropriate documentation).
31. Provides information to department investigators regarding complaints against subordinate employees by gathering information in accordance with the Firefighter Bill of Rights and entering appropriate entries into the Complaint Tracking System (CTS) in order to assist with investigations.
32. Completes routine administrative duties, including listing personnel on duty in the company journal (F-2), filling out timekeeping forms (e.g., F-351), and writing various reports, (e.g., accident reports, fire reports, and requisitions for supplies) in order to document station activity.
33. Enters and retrieves data using computer programs such as Fire Prevention Occupancy System (FPOS) and Network Staffing System (NSS) in order to perform daily administrative duties, including the administration of fire station, personnel, and fire prevention responsibilities.
34. Reviews and analyzes FireStat metrics in order to meet and maintain Departmental performance objectives (e.g., operational efficiency, turnout times, EMS super-users, automatic alarms).
35. Schedules and conducts fire prevention inspections in the fire station district in order to ensure the Los Angeles City Fire Code is adhered to and issuing correction notices as necessary.
36. Schedules and conducts annual fire hydrant testing, which includes inspecting for damage or leaks and documenting findings in accordance with Department policy in order to ensure proper hydrant performance.

TRAINING

37. Schedules, conducts, or directs training sessions, concerning subjects such as placing ladders, advancing hose lines, and building construction, in order to ensure that station personnel are trained in all aspects of firefighting and rescue operations.
38. Provides After-Action Review (AAR) of emergency incidents at the earliest opportunity to discuss lessons learned, dangers encountered, reinforce Standard Operating Procedures (SOPs), and improve company operations during all-risk incident management.
39. Conducts human relations training in areas such as equal employment opportunity, sexual harassment, upward mobility, career guidance and community relations by providing information and updates regarding current policies and procedures in order to ensure a work environment that promotes fairness and equality, and that practices and procedures are in accordance with Department policies, City ordinances, and Federal requirements.
40. Conducts training in fire prevention inspection techniques such as checking for locked exits, overcrowding, storage of hazardous or flammable materials, and improper wiring, and overseeing the testing and service of fire protection equipment (e.g., sprinkler systems and standpipes) by outside agencies; and assists in or directs these inspections in order to ensure that all fire prevention inspections are properly completed.
41. Directs presentations on fire safety given to various civic groups (e.g., schools, churches, and businesses) by providing needed literature and overseeing scheduling and presentations in order to disseminate information, promote good community relations, and stimulate interest in careers with the Fire Department.