



## **CAMBRIA COMMUNITY SERVICES DISTRICT**

### **POSITION SPECIFICATION**

<b>Position</b>	Fire Captain Paramedic
<b>Organization</b>	Cambria Community Services District
<b>Location</b>	Cambria, California
<b>Reports to</b>	Fire Chief
<b>Website</b>	<a href="http://www.cambriacsd.org">www.cambriacsd.org</a>

#### **ABOUT THE DISTRICT**

The Cambria Community Services District, formerly named the Cambria Water District, was formed in 1967. Cambria Water District provided sewer services to the community. In 1976, the Cambria Community Services District (CCSD) was formed. This facilitated the expansion of CCSD services to include water, wastewater, fire protection, lighting, refuse, Parks, Recreation, and Open Space. The CCSD is governed by a five-member board of directors elected by Cambria voters for four-year overlapping terms.

A special district is a very basic form of local government, special to the state of California. There are approximately 3,400 independent special districts in California. When residents or landowners want new services or higher levels of existing services, they can form a special district to pay for and administer them.

The CCSD is primarily funded by utility fees augmented by a small amount of property tax revenue. Today, there are three independent special districts in Cambria: The Cambria Community Services District, Cambria Healthcare District, and Cambria Cemetery District.

#### **ABOUT CAMBRIA**

The town of Cambria, California is located halfway between San Francisco and Los Angeles on the Central Coast of California, approximately four miles south of Hearst Castle and fifteen miles north of Morro Bay. Cambria is considered one of the most desirable places to live in California. Within thirty minutes of San Luis Obispo and Paso Robles, Cambria offers a quality of life that provides unlimited outdoor amenities, rugged coastlines, rolling hills, clean air and a Mediterranean climate. Cambria offers excellent schools and a work environment that fosters teamwork, collaborative thinking and a sense of community.

#### **DEFINITION**

Under the general direction of the Fire Chief, the Fire Captain is the working supervisor of the department. The Fire Captain is responsible for performing and supervising company activities including emergency response and safety, command and control, supervision, management, delegation and prioritization, documentation and communication, station apparatus and equipment maintenance, training, fire prevention, vegetation management and other life safety inspections, public education, public awareness, and other related work, tasks and assignments as

required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- **Emergency Response:** Fire Captains respond to and manage operations involving: Medical Emergencies, Rescues, Fires, Hazardous Situations, Hazardous Materials, Public Service Assistance, Mutual and Automatic Aid, and other operations as required. They ensure that all policies and procedures that apply are followed and implemented, and that all proper safety equipment is used. They are responsible for operations, investigations, and determinations at or during incidents. They supervise their company and other resources and have the ability to act quickly and decisively during emergency situations.
- **Command and Control:** Fire Captains are the primary working supervision level of this department. They are responsible for all personnel working with or for them. They determine strategy and tactics and implement proper scene coordination and plan implementation at all operations. They utilize scene coordination procedures and implement and utilize the Standard Emergency Management System as the way to effectively organize operations. They are responsible for ensuring that all department, district and other applicable policies or procedures are enforced.
- **Documentation and Communications:** Fire Captains are responsible for the proper completion and submittal of all required records, reports, and other required documents. They prepare staff reports, compile statistics, and prepares and delivers employee performance evaluations. They possess the ability to express ideas clearly and concisely, both orally and in writing. They are responsible for effective and appropriate communications with all people they interact with. Since verbal communications are often misunderstood, it is vital that this and all forms of communications are clear, concise, and understood.
- **Station, Apparatus and Equipment Maintenance:** Fire Captains are responsible for maintenance and operational readiness of all district and departmental equipment. They are responsible for ensuring all equipment, apparatus and facilities are operational, serviced and maintained as required.
- **Training:** Fire Captains ensure that personnel are trained to departmental operational levels. They maintain and ensure Company readiness, and compliance with Standard Operating Guidelines, and other operational, safety and training standards or policies. They plan, develop, and perform training for the department and its members. They organize and participate in physical fitness training, to maintain duty fitness and readiness.
- **Fire Prevention and Inspections:** Fire Captains are responsible for performing building, vegetation management/fire hazard reduction, and facility fire inspections, utilizing the adopted codes and ordinances. They are responsible for Fire Prevention activities including public talks, group meetings, school functions, station tours and other prevention activities.
- **Public Education:** Fire Captains are responsible for planning, developing, and delivering public education programs for all types of events and groups. They are responsible for school program, public education delivery as well as seniors and other groups. They are responsible for providing education on all types of various public education topics, programs and safety measures.
- **Other Assigned Duties:** Fire Captains perform other duties as needed, including but not limited to Fire Prevention Officer, Vegetation Management/Fuel Reduction Coordinator, Public Education coordinator, Apparatus and Equipment Manager, Special Project Coordinator, Rescue Manager, Emergency Medical Coordinator, and other assigned duties. They may be required to act as Fire Chief or other assigned temporary position, in his or her absence.

### **MINIMUM REQUIREMENTS**

- High School Graduate or equivalent
- United States citizen or legal right to remain in the United States

- San Luis Obispo County paramedic certificate/accreditation
- Current Health Care Provider CPR or equivalent
- Hazardous Materials First Responder Operational certified
- Valid California driver license with either non-commercial Firefighter Endorsement or Class B commercial license, with driving and operating experience. (Applicants who do not possess the required DMV license, or CPR certification may be admitted to the testing process but must possess the required license or certification prior to being appointed.)
- Must have begun the State Fire Officer's Certification track
- 3 years firefighting experience with supervisory experience

**Some minimum requirements may be waived upon substantial demonstration and documentation of substitute fulfillment.**

**DESIRABLE LICENSES, CERTIFICATES and QUALIFICATIONS:**

- College graduate, or holds a college degree preferably in fire science or other comparable course work
- Fire Officer certified
- Hazardous Materials Technician or Specialist
- Rope rescue, Rescue Systems 1 & 2, Water Rescue
- Any other EMS, Fire, Hazardous Materials, Rescue, Wildfire or other appropriate certificates
- Computer literacy and type 25 words per minute