

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)	Working Title of Position Fire Captain Paramedic		
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.	Division and/or Subdivision Yucaipa Battalion		
	Location of Headquarters San Bernardino Unit (BDU)		
	Class Title of Position Fire Captain (Range C)		
	Position Number 542-313-1095-605		
	Effective Date November 01, 2025		
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%  15%  15%	I. DEFINITION  Under the direction of the Battalion Chief, the Fire Captain (Paramedic) is in charge of the administration and management of a fire station. Includes supervision and training of Fire Apparatus Engineers (FAE), Firefighters, and Reserve Firefighters. Organizes and directs station activities such as facility and equipment maintenance; conducts fire prevention programs within the station influence area; and supervises the daily activities of all personnel to provide for the highest level of safety and training. Is required to be a trained and certified EMT (Paramedic).  II. DUTIES  As the Fire Captain Paramedic, the duties and responsibilities include but may not be limited to:  A- *Maintains station administration files, training manuals, personnel records, and order necessary supplies and equipment to keep the station and equipment operating daily.  B- *Responds to emergency incidents and completes required documentation and reports as required.  C- *Maintains all fire and paramedic equipment operational and perform required maintenance and minor repairs.  *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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Maintains the Arduous Fitness Standard in accordance with Department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends or holidays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and date	

