

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT 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 Santa Clara Unit	
		Location of Headquarters Morgan Hill, CA	
		Class Title of Position Fire Captain	
		Position Number 542-116-1095-609	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the direction of a Battalion Chief, the Fire Captain – Paramedic (FC-P) duties and responsibilities include: *Supervise the work of an engine company(s) with other Fire Captains, share in the management of a fire station, including the maintenance of emergency apparatus and equipment. *Plans and assigns work, gives instructions, maintains discipline, and makes decisions relating to the supervision of engine companies and hand crews engaged in fighting wildland, structural, or other fires, flood control, hazardous materials incidents, emergency responses, vehicle extrication incidents, and other emergency activities. Responsible for the health and welfare of an emergency response crew, ensuring appropriate physical conditioning is maintained, and a safe working environment exists. *As a member of a Paramedic Unit, performs advanced life support emergency medical aid to victims of vehicle accidents, heart attack, drowning, electrocution, and other non-fire emergencies as necessary and maintains appropriate paramedic licensure and certification.		
25%	*Makes reports on the operation of equipment; uses software, maps; operates two-way radio and additional communications equipment. *Responsible for initiating, completing, and retaining various required financial, material, personnel, and other documents and reports.		
15%	*Plans, organizes, and conducts training of fire personnel.		
15%	*Develop, maintain, and evaluate fire prevention program with attainable goals and objectives in a given timeframe. Conduct periodic fire prevention inspections, including, but not limited to business inspections and defensible space inspections. Conduct preliminary fire investigations. Maintains harmonious working relations with cooperating departments and agencies within the surrounding area, as well as fellow employees. *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.		
Equal Employment Opportunity (EEO) Statement: 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: See page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only		☐ Posted to Directory	
Initials and date _____			

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
5%	May be required to assist with other tasks as emergency situations dictate. Completes all other duties as required. The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill test. The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven, rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties. For paramedic positions, possession of a current California Emergency Medical Technician-Paramedic (EMT-P) license or a National Registry EMT-P license is required. Paramedics must possess a valid California EMT-P license prior to receiving a job offer or reassignment. Must be able to successfully obtain and maintain accreditation from State / Local Emergency Medical Services Authority (CA EMSA/LEMSA) for the assigned work location as a condition of employment. *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.		
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Job qualifications and/or conditions of employment: Position requires a two (2) year commitment to the current unit/assignment starting on the date of appointment before becoming eligible for inter-unit transfer. Any lesser commitment shall be approved by the supervisor to the incumbent. May be subject to working nights, weekends, and holidays to complete duties.			
"We have discussed this document in its entirety and understand the duties of this position."			
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