

EDITED TASK LISTING

CLASSIFICATION: FIRE CAPTAIN, CORRECTIONAL INSTITUTION

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Operate fire department vehicles for the institution to safely respond to all risk fire and life safety emergencies, transport staff/inmates/youthful offenders and equipment to fires and other emergency scenes utilizing firefighting equipment drivers license under the guidelines of the Department of Motor Vehicles (DMV) Section 15250.5 and 12527, Office of the State Fire Marshal (OSFM) Driver Operator 1A as needed.
2.	Operate all fire, rescue and auxiliary equipment safely (e.g., generators, pumps, extrication equipment and hand tools, etc.) to perform emergency and non-emergency operations (e.g., medical aid, vehicle extrications, fires, training, etc.) in accordance with manufacturer guidelines, regulations, and standards, as needed.
3.	Conduct fire and life safety inspections for the institution to ensure the safety of staff, inmates/youthful offenders, and building occupants utilizing State and Federal Uniform Building and Fire Codes under the direction of the Fire Chief and the OSFM.
4.	Inspect and test fire sprinklers, standpipe, and fire alarm systems on institutional grounds for the safety of staff, inmates/youthful offenders and building occupants in compliance with National Fire Protection Association (NFPA) Standards utilizing State and Federal Uniform Building and Fire Codes (e.g., California Code of Regulations Title 8, 19 and 24), under the direction of the Fire Chief and the OSFM.
5.	Conduct regular, periodic fire evacuation drills at the institution to ensure the safe removal of staff, inmates/youthful offenders, and visitors in the event of a fire alarm activation utilizing NFPA Standards and State and Federal Uniform Building and Fire Codes, as mandated.
6.	Maintain written logs on all inspections (e.g., fire and life safety, vehicle maintenance and Personal Protective Equipment, etc.) to ensure compliance with all fire and life safety codes and standards utilizing State and Federal Uniform Building and Fire Codes under the direction of the Fire Chief and the OSFM.
7.	Perform equipment maintenance for the fire department (e.g. apparatus, rescue equipment, small engine repair, etc.) to ensure proper operation in accordance with Owner's Manual as needed.
8.	Perform training drills for inmate firefighters (e.g. rescue, confined space operations, suppression, etc.) to ensure proficiency and safe fire ground operation utilizing the International Fire Service Training Association (IFSTA) Manual, on a daily basis.
9.	Issue citations for safety violations to staff, inmates/youthful offenders and visitors to ensure a safe working environment utilizing California Occupational Safety Health Administration (Cal-OSHA), State and Federal Uniform Building and Fire Codes under the direction of the Fire Chief and the OSFM.
10.	Write inspection reports and make recommendations for the correction of deficiencies to institutional staff, visitors, building occupants, etc., to ensure compliance with all fire and life safety codes utilizing State and Federal Uniform Building and Fire Codes under the direction of the Fire Chief and the OSFM.

Tasks highlighted in bold text are not currently on the SPB classification specification

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11.	Investigate fires in the institution to determine cause and origin to make recommendations regarding preventative measures and complete all appropriate reports utilizing personal/professional knowledge, training and other resources (e.g. arson/ bomb investigator, fire investigator from OSFM, etc.) as mandated.
12.	Train staff, inmates and visitors in fire and life safety to ensure a safe working environment utilizing Cal-OSHA, State and Federal Uniform Building and Fire Codes under the direction of the Fire Chief and the OSFM as mandated.
13.	Train inmate firefighters in all aspects of First Aid and Cardio Pulmonary Resuscitation (CPR) for the purpose of sustaining life until the patient is transferred to a higher level of care in accordance with your local Emergency Medical Services (EMS) protocol, as needed.
14.	Train inmate firefighters in fire suppression to ensure the safe operation of fire and rescue equipment (e.g., forcible entry tools, rope rescue and confined space equipment, etc.) in accordance with manufacturer guidelines, regulations, and standards, on a daily basis.
15.	Train inmate firefighters in tool identification and equipment operation (e.g., chain saw, power generator, positive pressure ventilator, etc.) to prevent injury in accordance with Title 8 Section 3203 and Injury Illness Prevention Program (IIPP) as mandated.
16.	Train inmate firefighters in fire prevention to provide a safe work environment for staff, inmates/youthful offenders and visitors utilizing the IFSTA Manual, State and Federal Uniform Building and Fire Codes on a daily basis.
17.	Supervise inmate firefighters in fire suppression to ensure the safe operation of fire and rescue equipment (e.g., forcible entry tools, rope rescue and confined space equipment, etc.) utilizing manufacturer guidelines, regulations, and standards, as needed.
18.	Supervise inmate firefighters in daily routine of general fire station housekeeping and upkeep of the surrounding grounds to ensure cleanliness, orderliness, and sanitation of the fire department facilities utilizing DOM Section 52090.4.1, IIPP, Health and Safety Codes, etc. as directed by the Fire Chief.
19.	Operate appropriate communication equipment to communicate effectively and professionally with institutional staff, inmates/youthful offenders and adjoining forces utilizing mutual aid radios and institutional radios, etc. in accordance with the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS), Federal Communications Commission, etc., on a daily basis.
20.	Drive fire apparatus during off-grounds mutual aid responses to assist in emergency and non-emergency incidents (e.g., station coverage, public assistance) in accordance with established local mutual aid agreements, California Fire Assistance Agreement and The California Master Mutual Aid Plan utilizing Field Operations Guide (FOG), National Wildland Coordinating Group Fireline Handbook, etc., as needed.

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21.	Prepare reports for Fire Chief, Fire Marshal, institutional staff, etc. regarding all fire prevention and suppression activities to ensure compliance with the OSFM reporting requirements and DOM utilizing appropriate fire reporting software and local procedures as mandated.
22.	Maintain records for Fire Chief, Fire Marshal, institutional staff, etc. regarding all fire prevention and suppression activities to ensure compliance with the OSFM reporting requirements and DOM utilizing appropriate local procedures as mandated.
23.	Perform fire extinguisher service (e.g., inspect, maintain and recharge) to ensure proper functionality in accordance with the OSFM Licensing requirements and California Code of Regulations (CCR) Title 19/Title 24 as mandated.
24.	Notify the OSFM immediately of all fire and explosions within state occupied facilities in order to ensure compliance with California Health and Safety Code section 13107 utilizing the appropriate notification process by calling the OSFM Duty Chief as mandated.
25.	Escort inmates/youthful offenders to programs (e.g., medical, religious service, visitation, etc.) to ensure institutional security and compliance with departmental policies and procedures in accordance with rules, regulations, etc. as required.
26.	Escort outside contractors, Fire Marshal, vendors, etc. throughout the institution to provide safety and security in accordance with the DOM and Title 15 as mandated.
27.	Conduct searches of the fire department common areas, inmates/youthful offenders, firehouse grounds, etc. to ensure institutional safety and security in accordance with CCR Title 15 and Penal Code 832 on a daily basis.
28.	Complete forms (e.g., CDCR 954/form 5 and STD 115 Order form) for ordering fire department equipment and consumable goods to ensure replacement of equipment and supplies in accordance with policies and procedures under the direction of the Fire Chief.
29.	Complete disciplinary forms (e.g. CDCR 837, CDCR 128A/B, CDCR 115 RVR, etc.) for inmate's Central File to document incidents and disciplinary actions in accordance with CCR Title 15 as required.
30.	Perform the duties as acting Fire Chief when designated for institutional needs to ensure proper management of fire department personnel utilizing personal/professional knowledge, rules, regulations, standards, Incident Command System training, etc. as needed.
31.	Attend all mandated training (e.g., CPR, use of force, hazardous materials, etc.) required by In-Service Training and Bargaining Unit 6 Agreement 17.01 in order to ensure compliance with DOM Section 52090.6 utilizing On the Job Training (OJT), Fire Service Training and Education Program (FSTEP), National Wildland Coordinating Group (NWCG), etc., as directed by the Fire Chief.

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32.	Inventory all Fire Department tools and equipment to provide control and accountability for items that pose a threat to persons or to the physical security of the institution in accordance with DOM Section 52040.1 on a daily basis.
33.	As the Incident Commander, participate in activation and operation of the Incident Command System in order to respond to any major disturbances, emergencies or mutual aid response utilizing Emergency Operation Plans, NIMS/SEMS and policies/procedures as needed.
34.	Respond to all risk emergencies (e.g. medical emergencies, fires, natural disasters, etc.) on institutional grounds to ensure a safe work environment utilizing fire apparatus, Personal Protective Equipment (PPE), auxiliary equipment, etc. as needed
35.	Respond to all non-emergencies (e.g. fire alarms, public service assist, fire department standby, etc.) on institutional grounds to ensure a safe work environment utilizing fire apparatus, PPE, auxiliary equipment, etc. as needed.
36.	Brief inmate firefighters on daily assignments (e.g. safety awareness, special tasks, tasks to be completed, etc.) to communicate expectations of daily routine utilizing verbal communication under the direction of the Fire Chief.
37.	Perform daily checks of fire apparatus and equipment (e.g. PPE, hand tools, self-contained breathing apparatus, etc.) for the fire department to ensure proper functionality utilizing checklist derived from NFPA Standards and Department Of Transportation regulations as mandated.
38.	Participate in (1) hour daily physical training (e.g. jogging, weight lifting, hiking, etc.) during normal work hours furnished by the employer to promote health, wellness and fitness as scheduled by Fire Chief.
39.	Promote acceptable attitudes and behavior of inmates/youthful offenders to maintain orderly operations within the institutions in accordance Title 15 Section 3004 on an ongoing basis.
40.	Prepare for audits (e.g., American Correctional Association, Environmental Health, Certified Unified Program Agencies, etc.) of the institution in order to maintain compliance utilizing pre-audit tools under the direction of the Fire Chief.