



# Felton Fire Protection District

131 Kirby Street, Felton CA 95018

Office (831) 335-4422

## Position Summary: Fire Captain

The Fire Captain is a key supervisory and leadership position within the Felton Fire Protection District, a rural, community-driven agency serving in the Santa Cruz Mountains. Under direction of the Fire Chief or their designee the Fire Captain oversees shift personnel, performs as part of an engine company, commands emergency incidents, and plays a vital role in strengthening community relationships and resilience.

In this close-knit environment, the Fire Captain is not only an emergency responder and leader but also a **highly visible community partner**, actively engaged in public education, wildfire preparedness, and collaborative problem-solving with residents and District personnel alike.

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## Essential Functions

### Leadership & Supervision

- Supervise, mentor, and evaluate both career and volunteer personnel daily
- Foster a positive, inclusive, and team-oriented culture
- Insure adherence to district policy and guideline
- May serve in an acting capacity as a Battalion Chief with appropriate certifications and training

### Administrative Duties

- Complete accurate and concise reports in a timely manner
- Assist with policy development, operational planning, and budgeting input
- Provide accurate evaluations of skills and abilities of subordinates, documents basic minimum standards, makes recommendations and implements corrective actions as necessary
- Provide basic company level inspections and document annual findings
- Support grant programs and community risk reduction initiatives
- May assist in scheduling and call back of shift personnel, process leave forms and other basic administrative duties as required



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## Engine Company Operational Duties

- Direct engine companies in structural and wildland firefighting, perform technical rescues, provide EMS response, and manage evolving emergency incidents.

## Community & Interagency Relations

- Lead public education efforts in wildfire preparedness, defensible space, evacuation planning, and fire prevention programs
  - Conduct home inspections and support mitigation efforts in the wildland-urban interface
  - Represent the District at community meetings, events, and collaborative initiatives
  - Serve as a **trusted, approachable leader and ambassador** of the District
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## Knowledge, Skills, and Abilities

- Strong leadership and decision-making in high-risk, dynamic environments
  - Experience in urban and sub-urban interface fire suppression operations
  - Ability to lead a combination workforce of career and volunteer personnel
  - Excellent interpersonal and communication skills, with a strong community focus
  - Ability to balance emergency response and administrative duties
  - Adaptability to work for extended periods of time with limited rest periods
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## Minimum Required Certification and Experience at Time of Appointment

- High school diploma or equivalent (Associate's degree in Fire Science preferred)
  - Valid California Drivers License
  - California State Fire Marshal (CSFM) or ProBoard Firefighter 1
  - ICS 200
  - Successful completion of at least one CSFM Company Officer class 2A, 2B, 2C, 2D, 2E or Instructor 1
  - EMT or PSFA (EMR or PSFA must attain a NREMT within 18 months of hire)
  - Documented experience driving, pumping and operating fire apparatus
  - Minimum five (5) years of documented progressive responsibility with a local, state or governmental agency
  - Prior supervisory or acting officer experience is highly desirable
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### **Minimum Required Certification at Completion of Probation.**

- ICS 300
- Driver Operator 1A and 1B
- HazMat IC
- CSFM Company Officer Certificate or ProBoard or National Fire Academy Officer 1 and 2
- Instructor 1

### **Highly Desirable Qualifications**

- Fire Officer certification
  - NWCG wildland qualifications (e.g., Engine Boss, or equivalent)
  - Experience in community risk reduction and public education programs
  - Fire Inspector 1, Fire Investigator, HazMat Technician, Swift Water, Rope Rescue Technician
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