



WILLOW OAK FIRE PROTECTION DISTRICT

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JOB ANNOUNCEMENT: FIRE CAPTAIN

AGENCY PROFILE

The Willow Oak Fire Protection District proudly serves the communities of western Yolo County by providing fire protection, emergency medical response, rescue services, and community risk reduction programs. As a combination department supported by career and volunteer personnel, the District values professionalism, teamwork, integrity, and service. Willow Oak Fire Protection District offers employees the opportunity to make a meaningful impact while serving a close-knit community committed to public safety and operational excellence.

POSITION SUMMARY

Under general direction, serves as an Engine Company Officer planning, directing, and supervising shift operations, emergency incident responses, and routine station activities. Responsible for command and tactical management during fire suppression, emergency medical incidents, hazardous materials events, and rescue operations until relieved by a superior officer. Ensures operations strictly adhere to District safety standards, policies, and operational guidelines.

FLSA Status: Non-Exempt (FLSA Section 7(k))

SUPERVISION RECEIVED: General direction from the Deputy Chief or Fire Chief.

SUPERVISION EXERCISED: Direct and functional supervision over career, volunteer, and reserve firefighting personnel.

ESSENTIAL DUTIES & RESPONSIBILITIES

- **Emergency Response & Command:** Directs assigned company to incident scenes; performs size-ups; assumes Incident Command on emergency medical, rescue, fire, and hazardous conditions calls; selects tactics and requests necessary mutual aid resources.
- **Personnel Management & Safety:** Exercises direct command over assigned personnel on scene and in quarters; enforces District rules, performance standards, and workplace safety practices; maintains unit discipline.
- **Apparatus & Facility Readiness:** Oversees, inspects, and performs routine maintenance on apparatus, firefighting tools, equipment, and station facilities; drives and operates apparatus as required.
- **Training & Development:** Implements daily company-level training, identifies skill gaps, and conducts drills to maintain operational readiness, including weekly volunteer drills when on duty.
- **Community Risk Reduction & Code Enforcement:** Conducts commercial/residential pre-plans and life-safety inspections; identifies and abates potential fire hazards.
- **Mutual Aid & Deployment:** Responds to state/national emergency incidents under the California Master Mutual Aid System or FEMA requests when qualified.
- **Administration & Collateral Assignments:** Completes incident reports, personnel evaluations, and administrative documentation; oversees assigned collateral duties, including community facility maintenance/rentals.

QUALIFICATIONS

Knowledge of:

- Modern firefighting, fire suppression, rescue, hazardous materials, and emergency medical procedures.
- Incident Command System (ICS), National Incident Management System (NIMS), and California Master Mutual Aid protocols.
- Principles of personnel supervision, evaluation, leadership, and adult instruction.
- Local district geography, target hazards, water delivery systems, and building construction principles.

Ability to:

- Maintain composure, exercise sound judgment, and execute tactical decisions under extreme stress.
- Supervise, evaluate, and mentor subordinate career, volunteer, and reserve firefighters.
- Communicate clearly, concisely, and authoritatively, both verbally and in written reports.
- Establish effective working relationships with agency partners, staff, and the public.

MINIMUM REQUIREMENTS

- **Education:** High School Diploma or GED equivalent (Associate or bachelor's degree in Fire Science or Public Administration preferred).
- **Experience:** 4 years of active firefighting experience, including at least 2 years in a supervisory or acting-supervisory role.
- **Driver License:** Valid California Class "C" Driver's License with Firefighter Endorsement (or Commercial Class A/B).

Certifications (Required at Time of Application/Hire):

- CSFM Firefighter I Certificate (Firefighter II preferred)
- CSFM Driver/Operator 1A & 1B (or CSFM Driver/Operator Pumping/Aerial Apparatus)
- Possession of a valid National Registry Emergency Medical Technician (NREMT) certification and a valid California EMT certification
- Current CPR for Healthcare Providers / Professional Rescuer

COMPENSATION & BENEFITS

- Salary: Starting at \$22.00 per hour (\$71,000+ annualized with built-in FLSA overtime, not including voluntary shifts)
- Work Schedule: 48/96 rotating shift schedule
- Retirement: Optional 457(b) deferred compensation plan with District matching contribution of up to 3%
- Health & Welfare: District-paid medical and dental for employees
- Leave & Time Off: Vacation accrual and sick leave
- Annual uniform and equipment allowance
- Willow Oak Fire Protection District is not a CalPERS agency

HOW TO APPLY & SELECTION PROCESS

Applications will be accepted on a continuous basis until the position is filled. To apply, submit your application at www.willowoakfire.gov/careers.

Selection Process:

- Application & Certification Review
- Oral Board Interview
- Chief's Interview
- Background Check & Reference Verification
- Conditional Offer & Medical Examination / Respirator Clearance / Drug Screen
- 12-month probationary period

EQUAL EMPLOYMENT OPPORTUNITY

Willow Oak Fire Protection District is an Equal Opportunity Employer. The District recruits, hires, trains, and promotes employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other protected classification under applicable law.