

FIRE CAPTAIN

NATURE OF WORK

This is command level supervisory and administrative work in the suppression division of the St. Cloud Fire Department. This is experienced and skilled firefighting and rescue work involving the extinguishment and prevention of fires, delivery of emergency medical services, and responding to and mitigating other emergencies as a company officer. Work involves training for and participating in the duties of protecting life and property by providing and supervising the delivery of fire suppression, fire prevention, light and heavy rescue, emergency medical services, and hazardous materials control activities at the company level. Work includes the responsibility for supervision and training of both full time and paid on call firefighters. This includes the responsibility for the discipline, direction, and performance of department personnel. Fire Lieutenants are responsible for the completion of the annual performance evaluations of the employees under their supervision. Employees of this class supervise and participate in the work of a crew engaged in routine duties in the care and maintenance of fire department property and equipment; provides instruction to firefighters in both emergency and non-emergency situations; directs a company or multiple companies of firefighters at fire and other emergency scenes. Non-emergency station duties are normally performed under the indirect supervision of a Battalion Chief who may or may not be physically present at the station house where assigned. Seasoned knowledge and skill are required in the performance of training subordinates and supervising fire companies at fire and other emergency scenes. Employees of this class while performing emergency activities will frequently place themselves and other fire company members in extremely hostile and volatile situations. The Fire Captain, acting as company officer, will make decisions about the placement and safety of fire fighting forces and take corrective measures on his/her own authority to meet this need. Fire Captains will fill the position of Training Captain at the sole discretion of the Fire Chief, and Acting Battalion Chief when assigned.

EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties that may be found in positions of this class.)

1. Conducts training under the general guidance and direction of the Training Captain.
 - Plans, prepares, presents, and supervises the training of all personnel under their command.
 - Demonstrates the proper application and use of fire fighting, emergency medical, rescue, hazardous materials control and other emergency equipment and techniques.
2. Maintains administrative and emergency records and reports.
 - Maintains department records concerning daily activity, inspections, training, and equipment servicing and testing.
 - Completes monthly probationary reports and makes recommendations to superior officers concerning the status of probationary employees.
 - Completes annual evaluation reports of all firefighters at assigned station.
 - Completes fire and emergency reports, in-service inspection reports, and other emergency action reports as required by the department and the State of Minnesota.
3. Supervises the day-to-day activities of fire suppression companies.

- Supervises the performance of equipment, vehicle, and building maintenance activities.
 - Conducts tours of the fire stations and explain firefighting methods and equipment to the public.
 - Prepares and presents programs to the community on safety, medical, and fire prevention topics.
 - Plans daily activities of station personnel utilizing all available resources in the process; assign firefighters to their emergency and non-emergency duties.
 - Writes letters of recognition for above average performance and recommends commendation of firefighters for superior performance to superiors.
 - Responds to citizens' complaints; investigates complaints and seeks resolution; submits to superiors for review.
 - Conducts pre-fire planning and other inspections of buildings and business within the City; prepares maps and scale drawings for emergency incident pre-plans.
 - Inspects and tests sprinkler and standpipe systems; inspects and tests building alarm and safety systems.
 - In conjunction with company personnel assesses emergency service needs in their respective districts; sets goals and objectives, measures progress and makes adjustments where necessary.
 - Develops and presents plans for approval for special assignments such as emergency preparedness exercises, hazardous material containment exercises, training programs, firefighting, hazardous materials and emergency medical service activities.
 - Performs administrative functions as assigned by superior officers.
 - Resolves problems and interprets and applies department rules and regulations.
4. Responds to emergency calls as the company officer.
- Responds to alarms; determines route to be taken and apparatus placement at the scene.
 - Make decisions about the tactics and strategy to be employed at the emergency scene.
 - Directs fire ground and other emergency scene operations unless relieved by a superior.
 - Directs activities and equipment at fire and emergency scenes as command officer for company operations or until relieved by a superior officer at multi company operations.
5. Conducts agility testing of job applicants and makes recommendations to the Fire Chief concerning the results of said testing.
6. Participates and makes presentations during staff meetings and post incident critiques with department personnel, coordinates activities with other supervisors or other city departments and exchanges information with officers in other fire departments.
7. Performs related work as assigned.

MINIMUM REQUIREMENTS

- High School Diploma;
- Must have a minimum of five (5) years full-time experience in firefighting and prevention work;
- Current International Fire Service Accreditation Congress (IFSAC) Firefighter II Certification;
- Current IFSAC Fire Instructor I Certification;
- Current IFSAC Fire Officer I Certification;

- Minnesota Emergency Medical Services Regulatory Board (EMSRB) certified Emergency Medical Responder (EMR), or higher;
- Hazardous Materials Technician, or complete within two years of promotion.
- Must be a promoted Fire Apparatus Operator (FAO), on current FAO eligibility list or on current St. Cloud Fire Department approved driving list at time of application and appointment;
- Valid Minnesota issued driver's license that is unrestricted except for corrective lenses;
- In accordance with Minnesota Statute 299N.05, must possess a valid Minnesota Fire Firefighters License.

DESIRABLE EDUCATION AND EXPERIENCE

Considerable knowledge of modern fire prevention, suppression, hazardous materials, and emergency medical principles, procedures, techniques and equipment; considerable knowledge of the building, electrical, mechanical, and fire codes; considerable knowledge of inspection techniques;

Considerable knowledge of the operation and maintenance of various types of apparatus, tools, and equipment used in firefighting and other emergency operations and activities, and the ability to supervise the effective use, maintenance and repair of such equipment and apparatus;

Considerable knowledge of the location of streets and hydrants, special occupancy's in the City;

Ability to train and supervise subordinate personnel in the duties of their position; ability to apply standard firefighting, emergency medical aid, hazardous materials, and fire prevention techniques;

Considerable knowledge of department policies, rules, regulations, and operating procedures;

Ability to lead effectively, maintain discipline, accept lines of authority, promote harmony, and cooperate with other officers and staff;

Ability to reason and react quickly and calmly in emergency situations.

Ability to use department computers and related software program applications to complete reports, track inventories, and communicate with other department and city employees.

ESSENTIAL JOB FUNCTIONS

In compliance with ADA requirements, the following functions have been determined essential to the successful performance of this position and are necessary qualifications of the candidate with or without reasonable accommodations:

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Must have the ability to maintain balance and safely work at considerable heights such as ladders, roofs of houses or office buildings under both emergency and non-emergency conditions;

Must have the ability to reason and react calmly in emergency situations involving personal danger; must have above average practical judgement in order to deal with unexpected, potentially dangerous situations in the course of assigned duty; must be able to operate independently and be aware of surroundings at all times in order to recognize possible danger to self or others;

Must be able to read, write, and speak English sufficiently to perform all testing; to understand complex, technical information related to firefighting, emergency medical technology, and all other types of emergency service; to effectively communicate both orally and in writing; to read and comprehend instruments, dials and other equipment; to recognize hazardous materials; to report occurrences; to follow written and oral instructions;

Must be capable of tolerating long and stressful hours of duty including 24-hour shifts, ability to work in areas with exposure to various environmental conditions such as dust, dirt, noise, disagreeable odors, humidity, and extreme temperature;

Must have the ability to learn a wide variety of firefighting equipment, duties, and methods within a reasonable working test period; must be able to learn the operation of heavy automotive equipment;

Must demonstrate honesty and integrity in personal behavior and attitudes; must have the ability to establish and maintain effective working relationships with superiors, other employees and the general public; must be capable of controlling his/her impulses or emotions to at least an average degree so as to ensure the safety of the public;

Must be free of conditions which would endanger self or others in the carrying out of duties; must be free of substance abuse (legal or illegal) in order to maintain effective job performance; must demonstrate a level of social maturity and self-assurance sufficient to carry out tedious, unpleasant, or repetitious tasks;

Must have the ability to distinguish colors, particularly red, green, and yellow, in order to operate equipment that has alarms and signals and to identify labels of potentially hazardous materials;

Must have the ability to be mobile for long periods of time including but not limited to: standing, walking, kneeling, crawling, crouching, bending, stretching and working overhead;

Must have the ability to climb ladders up to 100 feet in height; work while wearing a self-contained breathing apparatus and full protective clothing; work in confined spaces;

Must have the ability to perform duties in a highly stressful environment where encounters with violent, unpredictable and possibly contagious individuals as well as threats to life and personal safety may occur;

Must have the ability to detect hazardous odors.

Must have the ability to use department computers and related software program applications to complete reports, track inventories, and communicate with other department and city employees

Range CNB 20

10-19-15

CSB 3-7-19