



## JOB DESCRIPTION

**Title:** Fire Captain

**Department:** Fire

**Reports to:** Deputy Fire Chief

**Pay Grade:** 67

**Date Adopted:** January 23, 2017

**Previous Revision Date:**

**Last Revision Date:**

**Type:** ☒ Full Time

☐ Part Time

**FLSA:** ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

**Union:** ☐ Yes

☒ No

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### Job Summary:

This is a highly skilled firefighting, emergency medical services, rescue, and fire prevention position. Extinguish and prevent fires to protect life and property; maintains fire station equipment, apparatus, quarters, and operating equipment; provide public education; and perform prevention duties. Plan, schedule, supervise, and manage work assignments. Work is performed in accordance with general supervision and written procedures, under the command of a superior officer.

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### Essential Functions:

1. Perform essential functions described in Firefighter job description.
2. Plan, schedule, supervise, and manage work assignment for department personnel assigned to his/her shift.
3. Direct, supervise, and review activities of firefighter personnel performing EMS, fire prevention activities, and firefighting as shift commander.
4. Plan and direct the cleaning and maintenance of quarters, apparatus, and equipment at fire station; ensure readiness of equipment and personnel; maintain discipline; and prepare or direct the preparation and maintenance of necessary records and reports.
5. May be called to respond to alarms while off duty or be required to stay past shift to complete a call of service.
6. Analyze situations quickly and objectively, and determine a proper course of action. Carry out and give oral and written instructions and react quickly and calmly in making decisions under extreme emergency conditions.

7. Supervise and evaluate Firefighters and Part-Time Paramedics.
8. Responsible to ensure proper staff levels to handle calls for service throughout the shift in accordance with Department policies and procedures.
9. Respond to large scale alarms as a member of the command or general staff within the National Incident Management System as determined by on-scene incident commander.
10. Plan, implement, and direct employee training.
11. Discipline subordinate employees, up to and including termination, pursuant to civil service law.
12. Meet with citizen groups, clubs, and citizens to discuss EMS and fire-related matters as appropriate.
13. Keep confidential information confidential and be HIPPA compliant.
14. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
15. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
16. Performs other work which is consistent with the essential functions of the job.
17. Performs other duties as assigned.

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**Education and Special License(s)/Certifications:**

High school diploma or equivalent required.

Must possess a valid driver's license and maintain an insurable driving record.

Associates Degree in Fire Science and/or Emergency Medicine preferred.

No felony convictions or serious misdemeanor.

Must reside within 15 miles from Beatrice City limits.

Paramedic License required.

Hazardous Materials Technician level training and/or certification preferred.

Firefighter 2 certification required.

Fire Officer 1 certification preferred.

IFSAC/Pro-Board certified.

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**Experience:**

Two (2) years of fulltime firefighter or EMS experience with the Beatrice Fire Department or a comparable or larger department required. Five (5) years previous experience preferred. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

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**Skills:**

1. Ability to write clear and concise reports.
  2. Ability to perform basic and routine mechanical work involved in maintaining EMS and fire apparatus, equipment and tools.
  3. Ability to analyze situations quickly and objectively and to determine proper courses of action.
  4. Ability to establish and maintain positive, effective working relationships with supervisors, co-workers, and the public.
  5. Ability to communicate effectively, orally, and in writing.
  6. Ability to maintain and/or improve knowledge, skills, and abilities, unassisted.
  7. Ability to read, understand and adhere to all department guidelines, bulletins, directives, memorandums and policies.
  8. Ability to establish and maintain effective working relationships with civic and official groups and the public, as well as command and hold the respect and discipline of subordinates.
  9. Management skills.
  10. Organizational skills.
  11. Presentation skills.
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**Mental Requirements:**

1. Knowledge of rescue and emergency medical principles, practices, and techniques.
  2. Knowledge of modern firefighting principles, practices, and procedures, including hydraulics.
  3. Knowledge of the operating and maintenance requirements of the various types of apparatus and equipment used in firefighting activities and EMS rescue.
  4. Knowledge of building construction.
  5. Knowledge of fire alarm, fire sprinkler, and fire suppression system.
  6. Knowledge of the physical layout of the Department's service area, including fire hydrant and street locations.
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**Physical Requirements:**

1. Must pass Beatrice Fire Department physical requirements annually.
2. Ability to work in intense life-threatening conditions.
3. Ability to crawl, run, climb, bend, stoop, twist, reach, contort and lift up to 160 lbs. while wearing heavy protective gear weighing about 50 lbs.
4. Ability to work in intense life-threatening conditions.

5. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
  6. Hand/eye coordination adequate to use assigned technical equipment.
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**Supervisory Responsibility (Direct and Indirect):**

Direct        Firefighter  
                 Part-Time Paramedic

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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:

**Tobias J. Tempelmeyer, City Administrator**

**January 23, 2017**