City of Shakopee
POSITION DESCRIPTION

TITLE: Captain/EMT
DEPARTMENT: Fire
AREA:
CLASSIFICATON:
REPORTS TO: Deputy Chief
STATUS: Full-time, Non-exempt, 24-hour shift schedule
PAY GRADE: 180
LAST REVIEWED: 3.13.2024

SUMMARY
Supervises fire suppression personnel on an assigned shift. Protect and save life and property through effective rescue and firefighting work, perform related fire prevention activities, equipment, and facility maintenance, including driving and operating all apparatus, housekeeping functions as assigned, and perform other fire duties as directed. Respond to emergency medical calls and render aid to victims.

Must be able to Successfully pass drivers' license check, criminal background check, physical exam, agility test, psychological exam, and reference check.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond on or off duty to fire calls and/or emergencies as directed.
- Responds to all calls for service while on duty. Directs the positioning of fire apparatus and other equipment, evaluates the situation and determines the best approach and requests additional help if necessary, including Mutual Aid. Ability to take command of an emergency incident.
- Directs and performs firefighting and rescue work in a safe and efficient manner. Supervises and assists in the placing of ladder and hoses, use of water and other extinguishing agents, ventilation of structures, rescue and first aid treatment of victims, etc. Retains supervisory responsibility unless relieved by a superior officer of the department.
- Supervise and assist in salvage and overhaul operations. May include placing tarps, removing excess water, shoveling out debris, sometimes patching windows and holes and performing other clean up as necessary. Work with Fire Marshal to determine the cause of the fire and completes required reports.
- Supervise and assist in the cleanup of equipment. Includes refueling vehicles, refilling water tanks, recharging air tanks and extinguishers, washing trucks and hand tools, drying and reloading hose, and other work needed to return vehicles and equipment to ready status. Also, supervise and assist in the inspection, maintenance and repair, as necessary of all fire related equipment.
- Supervise and assist in maintenance and housekeeping duties. Assign work and follow up to ensure proper completion and optimum utilization of personnel. Includes building and grounds maintenance duties such as sweeping and washing walls and floors, performing minor repair work, etc.
- Assist in fire prevention duties. Conducts, as directed, regular inspections of commercial and public buildings. Inspect fire hydrants as directed. May also assist with various fire safety or training programs for schools, hospitals, apartments, etc.
- Supervise and instruct EMS, rescue and fire training drills.

- Additional duties include, but not be limited to, fire inspections, fire code enforcement, public speaking and education, pre-fire planning, follow up on inspections, plan checking on new construction, assist in training drills and exercises, making lesson plans, assisting in vehicle and building maintenance, and substituting for the fire shift commanders in their absence.
- Attends extra training and/or meetings that are required for the position.
- Provide direction and assist in the development of subordinates. Assists and guides subordinates as needed, evaluates their performance, provides assigned instruction, and recommends development steps.
- Maintain individual firefighting/EMS skills, including physical conditioning. Stay abreast of developments in the fire field and changes in related laws and ordinances.
- Responsible for completing employee performance evaluations in conformity with City guidelines and timelines.
- Responsible for completing incident reports. Ability to write legible reports.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Capable of reading fire protection textbooks, writing reports with proper grammar and speaking correctly in public. Knows English grammar and vocabulary of over 5,000 words; ability to understand and communicate using non-technical written or spoken English.
- Must be able to convey messages quickly and clearly, while also being a good listener and observer so as to gather vital information.
- Ability to multiply, divide, use fractions and read graphs.
- Must be able to interpret instructions and use logic to solve concrete problems.
- Microsoft Office computer skills.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with fire admin and other departmental staff.
- Daily contact with the public.
- Some interaction with other departments to provide support and assistance.

QUALIFICATIONS

Minimum Qualifications

- Must be at least 18 years of age
- Have a valid Minnesota Driver's License or eligible to be licensed in the State of MN
- Must have a high school diploma or equivalent
- IFSAC MN Firefighter II certification
- Successfully completed a Hazardous Materials Operations NFPA 472 compliant class
- Must have a current and valid Emergency Medical Technician or higher certification from Minnesota EMSRB and National Registry of EMT's at the time of hire.
- IFSAC MN Fire Officer I certification
- IFSAC MN Fire Inspector I certification or ability to obtain within one year of hire date.
- IFSAC MN Fire Apparatus Operator certification or ability to obtain within one year of hire date.
- Current licensed Firefighter in the State of Minnesota or the ability to become a licensed Firefighter in the State of Minnesota at time of hire.

Desired Qualifications

- Experience as an EMT or paramedic

- Post-secondary education in Fire Science or closely related field
- Incident command experience and training, including Blue Card Incident Command Certification
- Experience with fire and building codes

WORKING CONDITIONS

- Non-skid floor surfaces and handles in ambulance and fire trucks
- Work in confined spaces
- Work in and around burning and smoke-filled structures
- Varied outside temperatures
- Work in unprotected heights
- Work around mechanical, chemical, and electrical hazards
- Work around noise
- Working around moving objects and people
- Vibration
- Hazardous waste
- Odors/toxic fumes
- Lung/skin irritants
- Wet/damp surfaces
- Slippery surfaces in garage after washing vehicles daily
- Garage heated but not air conditioned
- Infectious diseases, needles, body fluids, blood borne pathogens
- Uneven surfaces

PHYSICAL DEMANDS

The physical demands here are representative of those that may be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

- Need to have excellent driving skills
- Be able to step up into/on truck with a maximum height of 30"
- Be able to reach up to the maximum of 88" and 36" deep
- Be able to climb up the back and on the top of the fire truck and balance self along a 15" span
- Be able to climb several flights of stairs, 35' to 45' ladders
- Be able to balance self while handling weighted equipment in a burning and smoke-filled structure
- Be able to lift or carry equipment from floor to overhead
- Be able to kneel/crouch balanced without support
- Be able to crawl about on hands and knees with weight on your back
- Be able to push/pull objects using total body movements (forces up to 18 pounds required for basic equipment)
- Be able to walk long distances (over 100 yards at one time)
- Need good grip strength with gloves to handle tools requiring torquing, pounding, and jerky motions with hands
- Handle equipment, injured people, and gauges
- Be able to move around with 55 pounds weighted gear and a variety of weighted equipment or an injured person
- Have general mechanical ability/knowledge of engines
- Need good visual acuity to read gauges
- Need good auditory and comprehension skills to follow directions
- Need quick reflexes
- Not be claustrophobic or have a fear of heights or cramped quarters
- Maintenance of grounds which includes, but is not limited to, shoveling, snow blowing, and watering
- Be able to work under stress/pressure

The City of Shakopee is an Equal Opportunity Employer.