

City of Shakopee
POSITION DESCRIPTION

TITLE: Fire Captain - Administration
DEPARTMENT: Fire
CLASSIFICATION: Supervisor
REPORTS TO: Fire Chief
PAY GRADE: 8
STATUS: Full-Time, Non-Exempt
LAST REVIEWED: 06.12.2017

SUMMARY

Responds to emergency calls for service; saves lives through rescue from fire or other hazardous environments; and applies a range of fire suppression methods to prevent, control and stop property damage. Manages duty crew shifts, full-time and paid-on-call firefighters, and the fire prevention program. Participates in training, pre-fire planning, safety inspections, fire prevention and public education efforts. Provides administrative support for the Fire Chief and other department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages all firefighting personnel for duty crew shifts and assigning tasks.
- Responds to fire and other emergency scenes quickly, safely, and with the proper equipment per department standard operating guidelines.
- Performs firefighting duties including extinguishment, rescues, overhaul, and salvage operations.
- Performs emergency medical care including CPR and First Aid as necessary.
- Manages fire prevention education and outreach programs.
- Manages the National Fire Incident Reporting System (NFIRS) and follows proper reporting procedures.
- Communicates professionally and effectively with subordinates and superior officers.
- Attends and assists with regular and assigned training and fire training drills.
- Manages the registration of staff for training conferences and schools.
- Manages fire inspections and burn permits including scheduling and record keeping.
- Responds to emergency call backs when off-duty.
- Receives and routes incoming telephone calls, mail, emails and verifies purchases and invoices.
- Orders and distributes office supplies, makes copies, prepares handouts and sends faxes.
- Types and prepares a variety of correspondence, memorandums, reports, resolutions, ordinances and other documents.
- Maintains an accurate and efficient filing system for the Fire Department.
- Performs other related duties as apparent or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Ability to understand and communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to read and comprehend written instructions, manuals and training guides.
- Ability to complete written reports using proper spelling, grammar and punctuation.
- Ability to develop and maintain positive, professional working relationships with co-workers, supervisors and fellow City employees and to interact with the public in a friendly, tactful manner.
- Working knowledge of the Incident Command System (NIMS).
- Ability to utilize common office equipment including computer, printer, copier and fax machine.
- Ability to utilize Microsoft Office programs, web-based email, calendar, and timesheet programs.
- Knowledge of the geography of Shakopee, including the location of important buildings, the street system, and surrounding areas.
- Ability to safely operate a range of hand and power tools in the performance of duties with a general knowledge of mechanical equipment and engines.
- Ability to follow procedure, interpret instructions and use logic to solve problems.
- Ability to accurately maintain alphabetical, numerical, statistical files, and records.
- Ability to write and type routine reports and correspondence that conform to the prescribed style and format.
- Ability to read, analyze, and interpret general business journals, periodicals, and simple legal documents.

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to comprehend and communicate policies, practices, and services of the Fire Department and respond to common inquiries or complaints from the public.

SUPERVISION

- Supervises all Full-time and Paid-On-Call Firefighters.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with Fire Administration and other Fire Department staff.
- Daily contact with the public.
- Some interaction with City Department Heads to provide support and assistance.

QUALIFICATIONS

Minimum Qualifications

- High School Diploma or equivalent;
- Valid Driver's License with a clean driving record;
- Experience with Firehouse Software;
- Two years' experience in memo and report writing skills;
- Ability to obtain and maintain a MN State Firefighter's License;
- Annual Passage of Department Medical Exam;
- The following certifications (must possess and then maintain throughout employment):
 - Minnesota or IFSAC Accredited Firefighter II
 - National Registry EMT
 - Minnesota Fire Apparatus Operator (FAO)
 - Hazardous Materials Operations
 - National Incident Management System (NIMS 100, 200 & 700)

Desirable Qualifications

- Experience as a paid-on-call or full-time firefighter in a department of similar size, service area and call load.
- Post-Secondary education in Fire Science or closely related field.
- Conversational verbal language skills in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.).
- National Incident Management System (NIMS) 300, 400, and 800.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Requires normal vision, with or without correction.
- Requires normal hearing, with or without correction.
- Must be able to perform the following, while wearing full turn-out gear (pants, jacket, helmet, face mask, gloves and boots) plus SCBA tank and equipment:
 - Walk moderate distances, run short distances, ascend and descend stairs and ladders, crouch, crawl and balance. Reach and lift overhead. Twist and turn at waist, neck, hips, knees and shoulders.
 - Ability to lift and carry ladders, hose bundles, hand and power tools weighing up to 50 lbs. Ability to drag a person of 180 lbs. at least 100 feet and team lift a stretcher carrying a person weighing 180 lbs.
 - Upper body, hand and grip strength to open and close hydrant valves and make hose connections. Ability to pick, pinch or otherwise use fingers to manipulate items such as SCBA valves and apparatus controls and to tie knots.
- Exposure to the full range of seasonal weather conditions.
- Exposure to extreme fluctuations in temperature while performing firefighting duties.
- Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
- Potential exposure to carcinogenic dusts such as asbestos.
- Potential exposure to infectious biological agents such as hepatitis B or HIV.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Exposure to sights and smells associated with major trauma and burn victims.
- Encounter smoke filled environments, a variety of physical hazards, and damaged structures.

- Encounters moving mechanical equipment, electrical equipment, radiant energy, and possible exposure to explosives.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine
- Firefighting Equipment

The City of Shakopee is an Equal Opportunity Employer.