



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	FIRE CAPTAIN		
Department:	Fire		
Supervisor:	Fire Supervision Structure		
Date:	February 2012	Position No.	FD/5
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for supervising and overseeing the operations of an assigned company.

Job Scope:

The purpose of this position is to supervise and oversee the operations of an assigned shift. Successful performance helps ensure the safety of personnel and the public.

Essential Duties and Responsibilities:

1. Supervises fire suppression activities during an assigned shift, including allocating of staff and resources, reviewing reports, and resolving operational problems and questions arising from staff and the public; reviews reports, complaints, affidavits, and other related documents to ensure accuracy and completeness; maintains files and operates appropriate office equipment.
2. Prepares records of shift activity and communicates shift information to supervisor of next shift; assists in evaluating performance of assigned staff; prepares reports regarding activities and incidents for command staff review; assists in training subordinate staff in various fire policies, procedures, and techniques to maintain and improve staff efficiency, effectiveness, and professionalism.
3. Performs the duties of the Battalion Chief in his or her absence.

Performs fire suppression activities at fire scenes, including laying and connecting hoses, directing water streams, raising and climbing ladders, and utilizing equipment such as pike poles, smoke ejectors, and forcible entry tools; operates emergency assistance equipment and performs salvage and overhaul operations.
4. Performs emergency rescue activities at fire, accident, and emergency scenes; extricates persons.
5. Performs fire safety inspections of businesses; talks with school groups, civic groups, and city residents to explain fire safety and fire prevention practices and techniques.

6. Checks personal fire suppression gear, protective clothing, and related equipment to ensure that it is clean and fully functional; checks tools, supplies, equipment, and materials assigned to fire suppression and emergency medical response vehicles to ensure that vehicles contain all required equipment and supplies and that everything is clean and fully functional; checks assigned station facility and equipment for cleanliness and functionality.
7. Evaluates crew performance and conducts training; ensures compliance with department policies and procedures; resolves operational problems and personnel issues.
8. Prepares and submits necessary reports and forms; reviews reports and forms from subordinates to ensure accuracy and completeness.
9. Attends training to develop and maintain professional skills.
10. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. 5 years service with City of Sedalia with a minimum of 2 years as a Driver or Inspector
3. State of Missouri Certified Firefighter I and Firefighter II
4. EMT B
5. Knowledge of municipal government practices preferred
6. Missouri drivers license
7. Must agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of fire behavior and building construction codes.
2. Knowledge of city ordinances and fire safety codes.
3. Knowledge of state, federal and county statutes, codes, and ordinances.
4. Knowledge of department policies.
5. Knowledge of the location of streets, addresses, and hydrant locations in the city.
6. Knowledge of fire suppression principles, methods, techniques, and practices.
7. Knowledge of first aid and CPR.
8. Knowledge of the principles and practices of training and supervision.
9. Knowledge of incident management, fire ground tactics, and command and control of emergency situations.

10. Knowledge of accepted personnel practices, procedures, and policies, including supervision, training, and performance evaluation.
11. Skill in investigating fire cause and origin.
12. Skill in using a computer and various software programs.
13. Skill in understanding and interpreting regulations, and standards.
14. Skill in using sound logic and independent judgment to react quickly and appropriately in dangerous and emergency situations.
15. Skill in observing situations analytically and objectively.
16. Skill in report preparation.
17. Skill in operating fire suppression and extrication and rescue equipment and tools.
18. Skill in interpersonal relations.
19. Skill in oral and written communication.

Guidelines:

1. City and department policies and procedures.
2. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied duties related to supervising and overseeing fire suppression activities of an assigned shift. The variety of fires and emergency situations encountered contributes to the complexity of the work.

Principal Working Relationships:

1. Co-workers, law enforcement personnel, other city employees.
2. Utility workers, volunteer agencies, media representatives, representatives of outside fire, police, and ambulance services, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over assigned personnel during an assigned shift.

Physical Demands:

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

Must be physically able to operate a variety of machines, tools, and equipment which may include a motor vehicle, computer, generator, fire pump, fire hydrant, axe, shovel, hydraulic tools, power tools, hand tools, and possibly medical equipment, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

Work Environment:

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, and other firefighting gear.