Job Description

Job Title:	Fire Captain	Classification:	Classified
Department:	Fire	Grade:	312
Occupational Group:	Fire	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under limited supervision; supervises the day-to-day operations of an assigned fire station, on an assigned shift, to ensure operational readiness and a quality service is provided by the assigned staff, apparatus, and station.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Supervises the daily operation of a fire station, fire apparatus, and fire crew.
2. Responds and directs the assigned crew on fires, emergency medical incidents, and rescue calls, performing the full range of work of subordinate staff as appropriate to ensure that services are being provided safely, efficiently, effectively, timely, and in compliance with departmental policy and guidelines.
3. Performs the full range of fire suppression and EMS work of subordinate staff during activities at a fire scene as needed, including deployment of hose lines, operating nozzles, directing water streams, raising and climbing ladders, and utilizing a variety of hand and power equipment to ensure services are being provided appropriately.
4. Performs a variety of emergency rescue activities at fire, accident, medical, or other emergency scenes; administers emergency medical care at the appropriate level provides post-incident support for victims including referrals to appropriate agencies.
5. Monitors/inspects fire stations and equipment on a periodic basis to ensure safe working conditions and that tools, equipment, apparatus and related facilities and materials needed for fire suppression and emergency assistance calls are clean, properly stored, fully functional and safe to operate at all times.
6. Utilizes Incident Command System (ICS) to manage emergency incidents, including implementing and assuming command until relieved by a senior officer, securing the area, setting up operations, safety, staging and emergency medical areas to facilitate the efficient, effective, and safe deployment of staff and equipment and ensure that the emergency scene is controlled as quickly and effectively as possible.
7. Prepares periodic reports of fire/emergency assistance service operations.
8. Conducts and participates in day-to-day training including physical conditioning sessions for employees.
9. Evaluates employees' skill/performance levels to ensure that established standards for operation and employee fitness are met; develops performance improvement plans as necessary.
10. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
11. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director

issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
12. Contributes effectively to the Fire Department, communicates effectively with co-workers, both within Fire as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
13. Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.

Other Duties

- Manages and prepares technical and administrative reports for assigned special programs and services in an area of expertise or assignment.
- Assists in the development and management of the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget. Provides budget insight for long-and short-range expenditures for facilities, apparatus, equipment, staffing and programs.
- Performs fire safety inspections of businesses, manufacturing/industrial facilities, schools, and other commercial and public facilities as assigned or observed to identify and correct fire hazards, potential/actual fire code violations, and to verify locations of hazardous materials.
- Maintains knowledge of assigned Fire District, high fire hazards, dangerous buildings, and quickest routes to address within the district for efficient service delivery.
- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Fire suppression principles, methods, techniques, and practices; purpose and use of various tools, equipment, and apparatus used in fire suppression, rescue, and medical assistance operations; first aid, CPR, and other basic emergency medical assistance techniques; City of Joplin policies, procedures, tactics, strategies fire safety codes and ordinances; street names and locations in the City; effective customer service techniques.

Skill in: Problem solving and appropriate decision making in an emergency situation; following complex oral and written instructions, procedures, and guidelines; utilizing applicable communications equipment used in emergency and non-emergency operations; safely and effectively operating a full range of fire suppression/emergency response apparatus and equipment; applying basic or advanced emergency medical assistance techniques; establishing and maintaining effective working relationships.

Education: High school diploma or GED equivalent required. Associate's degree, preferably in Fire Science or Administration, from an accredited college or university is preferred. Completion of at least 20 hours of accredited college or university coursework is required.

Experience: Five years of full-time fire suppression work experience with at least two years at the rank of Fire Driver/Engineer with the Joplin Fire Department.

Licenses and Certifications: Possess and maintain a valid state issued driver's license; certification from an International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Professional Qualifications (ProBoard) accredited agency as a Firefighter I and II; certification as a Missouri EMT-Basic from the State of Missouri; certification from IFSAC as a Fire Officer I and Fire

Instructor I; completion of the Joplin Fire Department's Driver/Engineer Academy; and completion of Company Officer Academy.

Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Working at a fire station requires standing in work areas; walking between work areas may be required. Must possess the ability to stand or walk for long periods of time, climb ladders, and stairs. Position works outdoor frequently in a variety of extreme weather conditions; subject to extreme noise, life-threatening conditions, situations associated with firefighting, fire rescues, fire investigations, and medical rescues; subject to safety concerns such as exposure to toxic agents, chemical, electrical, and mechanical hazards depending on the emergency environment; subject to fumes, smokes, odors, poor ventilation, hazardous materials, poor lighting, and visibility; subject to mental stress of life and death situations; strength, stamina, and mobility necessary to perform medium to heavy physical work in confined and cramped spaces; exposure to wet, slick and hazardous surfaces; exposure to traffic and busy roadways during emergency incidents. Must possess the ability to operate a motor vehicle. Positions in the classification push, pull, bend, stoop, kneel, squat, twist, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing in excess of 100 pounds, or heavier weights with the use of proper equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment, operate equipment, and tools. Vision required to read printed materials, manuals, work instructions and a computer screen. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hearing and speech to communicate in person, on scene, and over the telephone or radio.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Work requires wearing of a Self-Contained Breathing Apparatus (SCBA) and confining equipment or gear for an extended period. Must meet and maintain NFPA 1582 and other applicable Federal, State, and Departmental physical fitness and physical training standards established prior to and during employment. Must be 18 years of age.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	