JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Fire Captain</th>
<th>Civil Service:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Fire</td>
<td>Bargaining Unit:</td>
<td>Fire</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Fire Chief</td>
<td>Pay Grade:</td>
<td>Fire Contract</td>
</tr>
<tr>
<td>Location:</td>
<td>Station 1 or 2</td>
<td>Overtime Status:</td>
<td>Paid Overtime</td>
</tr>
<tr>
<td>Effect Date:</td>
<td>8/4/05</td>
<td>FLSA Status:</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a supervisory position within the municipal fire department. A Fire Captain’s duties include command of fire and emergency incidents, assignment and supervision of multiple station maintenance, training, inspections, incident reporting and record keeping activities. Each Captain will be assigned one of the four following divisional responsibilities: Emergency Medical Division, Training Division and Maintenance Division and Fire Prevention Division. While each Captain will be directly accountable for only one divisional emphasis at any given time, they are responsible for maintaining a working knowledge of all four areas. At a fire or other emergency, a Fire Captain is responsible for the supervision of all firefighting personnel, the safety of the firefighters and the effective and efficient extinguishment of fire until relieved of command by a higher ranking officer. Required work is often strenuous and performed under hazardous conditions. The Fire Captains are directed and supervised by the Fire Chief and/or Assistant Fire Chiefs.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Responds to fire alarms and other major emergency incidents taking command when indicated by operational guidelines. As the incident commander, the Captain will make strategic decisions supported by tactical objectives initially designed to stabilize the incident, and once stabilized, bring it to a conclusion.
- Assigns, supervises and participates in the repair, maintenance and cleaning of apparatus, equipment and fire stations.
- Assigns, supervises and participates in firefighting drills and instructs subordinates in emergency response operations and the use and maintenance of available equipment.
- Inspects and supervises personnel to assure that uniforms and safety equipment are in good condition, worn properly and comply with departmental guidelines.
- Trains and supervises subordinates to maintain discipline and assure compliance with organizational rules and regulations, guidelines and policies.
- Assigns, supervises and participates in code enforcement and pre-planning activities conducted for business establishments, churches, schools, residences and other assigned buildings.
- Maintains detailed records and prepares reports concerning inventory, maintenance, training, shift activities, inspections, fire and medical incidents and pre-plans. Prepares monthly reports concerning the activities surrounding their divisional emphasis.
- Reviews all reports generated during the duty tour to identify incomplete or erroneous documents and assures that they are corrected in a timely manner.
- Provides guidance and training for all Lieutenants to prepare them for additional responsibilities and challenges that an acting Captain might face.
- Performs other related work as required or directed by the Chief.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Possess an extensive knowledge of the principles and practices of modern firefighting and rescue operations.
- Knowledge of the district’s geography, including the location of streets, major buildings and water supply sources.
・ Ability to react quickly and calmly in emergencies and direct the work of subordinates during emergency situations.
・ Ability to plan, direct, coordinate and control the activities of subordinates.
・ Knowledge of fire department policies, guidelines, rules and regulations, including fire prevention methods.
・ Knowledge of the operation and maintenance of the various types of apparatus and equipment used by the fire department along with the ability to supervise the effective use of such equipment and apparatus.
・ Extensive knowledge of fire training practices and techniques.
・ Ability to research and organize data, write reports and make written and verbal presentations.
・ Ability to establish and maintain effective work relationships with employees, other city departments, other emergency response agencies and the general public.
・ Ability to foster and maintain the respect of subordinates.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

・ Ability to read, speak, write and understand English to effectively communicate with citizens and employees by telephone, two-way radio, in written form or face-to-face.
・ Ability to hear speech and other commands effectively to allow for the taking of directions from dispatchers and command officers and to avoid injury from accident.
・ Possess full physical agility and bipedal mobility to effectuate rescue of individuals, movement of unconscious persons and carrying of heavy equipment and hose lines.
・ Possess mental functions free of significant aberration, which are essential for rational decision making in firefighting operations, the application of emergency medical procedures or technical rescue activities.
・ Shall not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
・ Ability to work long hours outdoors, occasionally under adverse weather conditions.
・ Specific examples or essential functions are as follows:
  o Driving fire apparatus and other emergency vehicles;
  o dragging and carrying various lengths and sizes of fire hose;
  o directing streams of water through nozzles;
  o carrying, raising and climbing ladders; and carrying equipment up and down ladders;
  o using forcible entry tools such as saws, axes, bars, etc. to open holes in walls, roofs and floors;
  o wearing breathing apparatus while performing interior search and rescue operations, usually in heavy heat and smoke conditions;
  o tying a variety of fire service knots for raising and lowering equipment and/or rescue trapped or unconscious persons;
  o extending hose lines by making and/or breaking hose couplings;
  o carrying unconscious persons down ladders;
  o performing salvage operations such as throwing salvage covers, sweeping water and removing debris;
  o sending and receiving radio transmissions;
  o giving and receiving instructions;
  o administering first aid and CPR;
  o operating cardiac defibrillators;
  o cleaning and washing equipment, hose and fire vehicles;
  o repairing vehicles and equipment;
  o cleaning and washing floors and walls in fire stations;
  o shoveling snow from fire station's driveways and sidewalks;
  o working out to remain physically fit;
  o speaking to civic groups, students and assembled citizens;
  o attending conferences and training sessions;
  o using complex equipment in accordance with specifications;
  o remaining calm in difficult and dangerous situations;
  o Exercising judgment consistent with a person of sound mental health with an absence of organic or
psychological dysfunction.

**QUALIFICATIONS**

List the minimum requirements to be considered for this position:

- High school diploma.
- Seven years experience as a full-time firefighter with minimum of three years full-time firefighting experience on the Marion Fire Department;
- Two years supervisory experience as a Fire Lieutenant desirable.
- Post high school fire science desirable.
- National Fire Academy or other accredited incident command training desirable.
- Iowa State Instructor I certification desirable.
- Extensive experience in firefighting.
- Command experience desirable.
- Must have valid Iowa driver’s license.

**WORKING CONDITIONS**

List working conditions for this position:

- Firefighters work under extremely dangerous conditions
- Works in a physically and mentally stressful environment
- Shifts may vary including the need to work some overtime upon demand of workload

**REQUIRED BACKGROUND CHECKS**

List working conditions for this position:

- Worker’s Compensation Background check
- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical