

POSITION DESCRIPTION

City of Monett

Monjob61

JOB TITLE: Fire Captain

DEPARTMENT: Monett Fire and Rescue

SALARY RANGE: Payroll – Level 11

IMMEDIATE SUPERVISOR: Fire Chief

ESSENTIAL FUNCTIONS

- I. Fire Fighting, Rescue and EMS Activities 50% of Time
- A. Receives notice of emergency, determines the manpower and equipment requirements, and proceeds to the scene.
 - B. Arrives at scene, determines the best course of action assuring for accuracy, safety, and timeliness.
 - C. Considers the nature of extent of the fire or emergency condition, condition of building, danger to adjacent buildings, and source of water. Determines the plan of action.
 - D. Implements and directs the plan of action assuring for full compliance with all related departmental procedures, safety procedures, and to minimize the loss of life and property.
 - E. Makes mid-course modifications and adjustment to the plan of action to accommodate the unfolding elements of the emergency assuring for safety, accuracy, and timeliness.
 - F. Makes determinations regarding the security of the emergency scene and the appropriateness of exiting the scene assuring for thoroughness.
 - G. Completes all related documentation of the emergency incident assuring for accuracy and for timeliness.
 - H. Assists in determining the need for the investigation of causes of incendiary and arson cases.
 - I. Deals with the public in a professional and courteous manner.

- J. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- K. Allows and requires subordinates to perform their jobs with appropriate levels of supervision.
- L. Oversees dispatching of all emergency crews and equipment with adjoining Cities and Monett Departments.
- M. Responds to Hazardous Material incidents and follows necessary guidelines to ensure for compliance and safety.
- N. Focuses on safety in all aspects of the position for personnel and the Public in all situations.
- O. Participates in Fire Station duties as needed, assuring for thoroughness.

II. Supervisory Activities 20% of Time

- A. Compiles and maintains reports of calls in respective area, listing location, type, probable causes, estimates of damage, and disposition; assuring for accuracy.
- B. Oversees inspections of commercial buildings, schools, nursing homes, and hospitals insuring compliance with fire and safety regulations. Develops and maintains records and preplans.
- C. Assists in the plans for purchase of new equipment and evaluates the use of new techniques in first aid and firefighting operations.
- D. Inspects fire stations, equipment, personnel, and maintains “check off” sheets, ensures efficiency and enforcement of departmental regulations assuring for professionalism.
- E. Per the evaluation process, recommends corrective action as needed, assuring for professionalism and fairness.
- F. Assists in setting selection standards and assists in the selection process assuring for professionalism and impartiality.

- G. Prepares and maintains reports of accidents involving equipment and personnel and recommends corrective action as needed.
- H. Maintains a “daily log” assuring for accuracy and for timeliness.
- I. Recommends vacation and holiday leave as requested assuring for compliance with City policies and for fairness.
- J. Assists in setting department standard guidelines.

III. Training Activities 10% of Time

- A. Oversees the designs and training curriculum and maintains ongoing training assuring that all personnel know proper techniques and current standards.
- B. Directs the training activities assuring for professionalism. Completes any follow-up required.

IV. Emergency Management Activities 10% of Time

- A. Assists Fire Chief in the event of the Emergency Management Director is unavailable.
- B. Maintains an awareness of all emergency management plans that exist.
- C. Assists with the implementation of the emergency management plans.
- D. Completes any required documentation assuring compliance with all applicable state or federal requirements.

V. Fire Investigator Activities 10% of Time

- A. Determines origin and cause of fire incidents, assuring for accuracy.
- B. Documents fire incidents by taking photos, writing reports, doing interviews and collecting evidence, assuring for professionalism.

- C. Works closely with State and local police investigators on criminal activities, assuring for professionalism.
- D. Communicates with the News Media, Public, Staff and others in a clear and professional manner.
- E. Coordinates with the local prosecutors regarding criminal activity, assuring for accuracy. Testifies in court when necessary.
- F. Receives continued education and training to maintain required Fire Investigator Certification, assuring for thoroughness.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Extreme exposure to chemicals and fumes.
- ◆ Above Average exposure to heights.
- ◆ Extreme exposure to work safety hazards.
- ◆ Above Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Above Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above Normal physical agility: ability to maneuver body while in place.
- ◆ Above Normal physical strength to handle routine office materials and tools.

- ◆ Above Normal physical strength to handle 80 lb. objects, considering frequency.
- ◆ Above Normal dexterity of hands and fingers.
- ◆ Above Normal physical balance: ability to maintain balance and physical control.
- ◆ Above Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School Diploma or equivalent.
- ◆ A valid driver's license.
- ◆ Must have an awareness of all streets in the City.
- ◆ Must have an awareness of the address system.
- ◆ Must have an awareness of hydraulics and friction loss.
- ◆ Must have an awareness of aerial apparatus.
- ◆ Must have five or more years of fire fighting experience.
- ◆ Successful completion of Captain's test.
- ◆ Must live within six miles of Monett.

MENTAL EFFORT

- ◆ Above Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above Average memory, considering the amount and type of information.
- ◆ Above-Normal complexity of decision making.
- ◆ Above-Normal time pressure of decision making.
- ◆ Above Normal analytical thinking.
- ◆ Above Normal conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch