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| FLSA STATUS | Non-Exempt | CIVIL SERVICE | Yes |
| UNION | Fire | TELECOMMUTE ELIGIBLE | No |
| DEPARTMENT | Fire | DEPARTMENT NUMBER | 150 |
| REPORTS TO (TITLE) | Assistant Fire Chief | JOB FAMILY | Fire |
| PAY GRADE | Fire Captain | DATE OF LAST REVIEW | April 2024 |

NATURE OF WORK

The Fire Captain classification is responsible for acting as assistant to the Assistant Fire Chief in emergency situations and works on fire prevention and safety. Responsibilities include respond to various emergency situations, such as fire calls, emergency medical calls, hazardous material release and similar calls; make determination for the best methods to stabilize the incident and direct the firefighter activities; train firefighters to fight fires, respond to medical emergencies and hazardous materials release, rescue operations and handle similar emergency situations. This position provides direct supervision over crew members of the station and will fill the position of the Assistant Fire Chief when necessary.

Fire Captains must be able to work 24-hours shifts including weekends and holiday and be available to work overtime when required to meet operational needs.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Serves as a working leader of a prescribed fire crew of three or more firefighters; supervises the safe driving and operations of emergency fire and medical vehicles; assign firefighters to jobs at strategic locations and facilitate rescue of persons and maximize application of extinguishing agents; instructs and drill fire department personnel in assigned duties, including firefighting, medical care, hazardous materials response, and fire prevention; directs and assist firefighters in station maintenance duties; directs the training of firefighters, and provide supervisors with reports on training progress and status
2. Responds to fires, emergency medical calls, water and ice rescue situations, hazardous material emergencies, and other emergency situations in the city and SIRG counties; Rescues victims from burning buildings, accident sites and water hazards; Administers first aid and cardiopulmonary resuscitation to injured persons or provide emergency medical care such as basic life support.
3. Protects property from water and smoke, using waterproof salvage covers, smoke ejectors, and deodorants; Creates openings in buildings for ventilation or entrance, using axes, chisels, crowbars, electric saws, or core cutters; Drives and operate fire fighting vehicles and equipment; Positions and climbs ladders to gain access to upper levels of buildings, or to rescue individuals from burning structures; Selects and attach hose nozzles, depending on fire type, and direct streams of water or chemicals onto fires; Extinguishes flames and embers to suppress fires, using shovels or engine- or hand-driven water or chemical pumps.
4. Assesses fires and situations and report conditions to superiors to receive instructions, uses two-way radios; Maintains contact with fire dispatchers at all times to notify them of the need for additional firefighters and supplies, or difficulties encountered; Collaborates with other firefighters as a member of a firefighting crew; Inform and educate the public on fire prevention.
5. Salvages property by removing broken glass, pumping out water, and ventilating building to remove smoke; Takes action to contain any hazardous chemicals that could catch fire, leak, or spill.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

- 6. Performs hazardous material response evaluations and procedures at a Technician and Incident command level; Inspects buildings for fire hazards and compliance with fire prevention ordinances, testing and checking smoke alarms and fire suppression equipment as necessary; Inspects fire sites after flames have been extinguished to ensure that there is no further danger; Patrols burned areas after fires to locate and eliminate hot spots that may restart fires.
- 7. Prepares and monitors payroll and ensuring staffing levels are sufficient.
- 8. Participates in physical training activities to maintain a high level of physical fitness., provides information, direction, education and public safety to the public.
- 9. Facilitates public education programs including school trainings, CPR trainings and basic fire safety.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

DIRECTION PROVIDED

Evaluates and signs performance reviews, approve timecards, reward/discipline, etc. of other regular employee.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School diploma or equivalent G.E.D.
 AND
 Minimum of seven (7) years of firefighting experience.
 OR
 An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING REQUIREMENTS

Firefighter I & II, EMT, Incident Command (IS-100, IS-200, IS-300, IS-400, IS-700, and IS-800), Hazardous Materials Technician, and Fire Instructor I certifications required;

Fire Officer I certification

- Required within 2 years of appointment (dependent on availability of training program)

Fire Instructor II certification

- Required within 3 year of appointment (dependent on availability of training program)

Valid driver's license

SKILL/ABILITIES REQUIREMENTS

- Equipment policies and procedures;
- Fire, EMS, and hazardous materials apparatus and equipment;
- Knowledge of chemistry;
- Materials, methods, and tools involved in construction;
- Report presentation techniques;
- Basic Math applications;
- Local, state, and federal security operations;
- React quickly and calmly to emergency situations;
- Training and instruction of Fire Department principles and methods;
- Prioritizing and assigning work;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Ability to use computers and relevant software (ex.: Microsoft Office).

PHYSICAL REQUIREMENTS

Positions in this class typically require: balancing, reaching, standing, walking, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally. And/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Work space restricts movement
- Intense Noise
- Travel
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

POSITION ASSESSMENTS

Cognitive

- Criteria Cognitive Aptitude Test

Skills

- Criteria Basic Skills Test

Personality

- Employee Personality Profile
- Workplace Safety Profile

Assessment Center conducted by third-party using industry standards for evaluations. May include interview and hands-on exercises.

CLASSIFICATION HISTORY

| DATE | COMMENT |
|---------------|---|
| August, 2023 | Draft prepared by CHM |
| November 2023 | Updated per PDQ by BC |
| April 2024 | Updated from department feedback and added Position assessments by BC |

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

| | |
|------|-----------|
| | |
| Date | Signature |

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.