

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

NATURE OF WORK
<p>The Master Firefighter classification works in a lead worker/working supervisor role and is responsible for emergencies prevention and protection of life, environment, and property when responding to emergency situations. Responsibilities include supervising the safe driving and operations of emergency fire and medical vehicles, responding to fires, emergency medical calls, water and ice rescue situations, hazardous material emergencies, and other emergency situations in the city and SIRG counties. This position serves as a working leader of an engine or prescribed fire crew assigned by the Assistant Fire Chief / Fire Captain.</p> <p>Master Firefighters must be able to work 24-hours shifts including weekends and holiday and be available to work overtime when required to meet operational needs.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	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.
2.	Protects property from water and smoke, using waterproof salvage covers, smoke ejectors, and deodorants; Create openings in buildings for ventilation or entrance, using axes, chisels, crowbars, electric saws, or core cutters; Drives and operates 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 attaches 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.
3.	Assesses fires and situations and report conditions to superiors to receive instructions, using 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;
4.	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.
5.	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.
6.	Supervises the safe driving and operations of emergency fire and medical vehicles.

**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.)*

- 7. Participates in physical training activities to maintain a high level of physical fitness.
- 8. Prepares written reports that detail specifics of emergency calls.
- 9. Facilitates public education programs including school trainings, CPR trainings and basic fire safety.

**FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

N/A

**DIRECTION PROVIDED**

Assigns work and provide work direction as a "lead-worker/working supervisor" for other regular employees.

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

High School diploma or equivalent G.E.D.  
AND  
Minimum of three (3) 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, and Incident Command (IS-100, IS-200, IS-700, IS-800), Hazardous Materials Technician certifications required;

Fire Instructor I certification

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

Incident Command (IS-300 & IS-400) certification

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

Valid driver's license

**SKILL REQUIREMENTS**

- Equipment policies and procedures;
- Fire, EMS, and hazardous materials apparatus and equipment;
- Tactical ground operations;
- 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 per 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.