

City of Windsor Heights

Job Title: Fire/EMS Captain	Classification: Exempt
Department: Public Safety / Fire Department	Selection/Approval: Public Safety Director / City Administrator
Reports To: Public Safety Director	Revision Date: September 29, 2020
Approved by: Dennis Durham	Council Review & Approval:

Summary Description:

Under the general direction and supervision of the Public Safety Director / Chief of Police and Fire Services, the Fire/EMS Captain is responsible for the directing, planning and organizing of the daily activities of the fire suppression, fire prevention and emergency medical services functions. The Fire/EMS Captain is a member of the Fire Department Command Staff and will be required to act as the head of the department in the absence of the Public Safety Director / Chief of Police and Fire Services. The incumbent monitors the overall effectiveness and efficiency of the department and makes recommendations for improvement. The incumbent directs the activities of the department as assigned by the Public Safety Director / Chief of Police and Fire Services. The incumbent will also oversee the City's rental inspection program as well as the duties of the Fire Marshal in commercial and residential fire inspections.

Essential Duties & Responsibilities:

- Serves as working supervisor by directing and participating in the daily activities of subordinates in all functions of Fire and EMS.
- Instructs, assists and directs the activities of subordinate staff including when faced with difficult or unusual assignments; encourages innovation and fosters an environment for individual and team success.
- Reviews work for accuracy and completeness and mentors staff to ensure staff's work meets organizational expectations.
- Participate in the development and submission of the annual department budget in accordance with the current procedures for doing such and monitor expenditures and revenues throughout the year to ensure department remains within the confines of the operating budget.
- Sets up daily work schedules for Fire and EMS employees, and determine manpower, equipment and material needs.
- Respond to Fire and EMS calls; evaluate the situation and coordinate and participate when necessary the operations at the scene.
- Assist the Public Safety Director / Chief of Police and Fire Services in the administration and operations of the Fire and Emergency Medical Services functions. Regularly updates the Chief with information concerning various projects in progress and developing issues.
- Plans, schedules, evaluates and oversees all Fire and EMS personnel, projects and operations and equipment.
- Accountable for effective fire incident command and / or significant incidents involving EMS services to include mass casualty incidents while on duty and on call.
- Assumes incident command at major scenes as appropriate and notifies the Public Safety Director / Chief of Police and Fire Services immediately if administrative assistance is required or as soon as practical after the event.

- Maintains records of fire inspections for all commercial buildings, apartments, schools, day care centers, hospitals, nursing homes and all other required buildings; notifies through proper channels the owners of violations and issue citations as necessary for compliance.
- Ensures accurate maintenance of training records for all Fire and EMS personnel and coordinates the same with the Public Safety Director / Chief of Police and Fire Services.
- Assists in conducting interviews, background investigations and makes recommendations for acceptance or removal of full-time, part-time and paid-on-call personnel.
- Supervises the maintenance and upkeep of all vehicles, equipment, alarm systems, tools and facilities, and keeps records of maintenance performed.
- Supervises and causes the regular scheduling of required tests of equipment to be performed, keeps records of such, and initiates repairs when needed.
- Attends seminars and conferences relating to emergency medical services, fire and hazardous materials, and other related emergency preparedness topics as authorized by the Public Safety Director / Chief of Police and Fire Services.
- Respond to citizen complaints taking remedial action when necessary and reporting the same in a timely manner to the Public Safety Director / Chief of Police and Fire Services.
- Ensure staff is in compliance and holding all necessary certifications for their respective positions.
- Monitors existing and proposes new revenue streams in accord with generally accepted firefighting, EMS, and inspection services.
- Assists the Public Safety Director / Chief of Police and Fire Services with development and implementation of policy and procedure and various fire and EMS related codes.
- Attends City Council meetings when directed by the Public Safety Director / Chief of Police and Fire Services.
- Assists the Public Safety Director / Chief of Police and Fire Services in preparing monthly and annual reports to be submitted to the City Administrator and City Council.
- Initiates and maintains applicable record keeping and uses such results for best possible allocation of staffing and equipment resources.
- Coordinates with other agencies and departments in mutual aid responses and for the mitigation and clean-up of hazardous material incidents; ensures timely and accurate invoicing of hazardous materials responses.
- Assists in resolving personnel complaints and problems and maintains a productive work environment.
- Recommends the appointment, promotion, and dismissal of personnel based on objective evaluation criteria.
- Monitor contracts for compliance with all provisions contained therein.
- Work with the Public Safety Director / Chief of Police and Fire Services to develop public relations and information dissemination programs to promote the department programs, goals and objectives and explain the department programs.
- Works with City and County emergency management and respond to all critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operations plans.
- Works with other department officials in the oversight of the City's Property Rental and Rental Inspection Code.
- Other duties as directed by the Public Safety Director / Chief of Police and Fire Services.

Supervisory Responsibility:

- Leads, inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.
- Supervisory responsibilities include interviewing and hiring, scheduling, assigning and directing daily work, conducting performance reviews and providing developmental feedback, facilitating conflict resolution and taking corrective action with employees when deemed appropriate based on performance or conduct.

Knowledge, Skills, and Abilities:

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.
- Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative impact.
- Skill in reacting calmly and effectively in emergency or stressful situations.
- Ability to work independently while being responsible for planning, coordinating, organizing and participating in the Fire Department activities of the City in an effective and efficient manner.
- Open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with pressure and ambiguity.
- Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization.
- Knowledge of Building Code, Fire Code, Building Construction and Code Enforcement practices.

Education, Experience and/or Other Requirements:

- Graduation from an accredited college or university with a two (2) year Associate's Degree or applicable certificate in Fire Science, Emergency Medical Services, Emergency Management, Public Administration or closely related field as approved by the Public Safety Director / Chief of Police and Fire Services OR equivalent amount of college credits actively pursuing a Bachelor's Degree within completion occurring within 1 year of appointment.
- Current Certification as a Paramedic.
- Current Iowa Firefighter I Certification, or the ability to obtain such within 1-year of appointment.
- Current Iowa Firefighter II Certification, or the ability to obtain such within 1-year of appointment.
- Current Iowa Driver/Operator Certification, or ability to obtain such within 18-months of appointment.

- A minimum of three years experience as a Paramedic in the Fire and EMS career field.
- NIMS ICS 100, 300, 400, 700 and 800 Certifications, or ability to complete such within 1-year of appointment.
- Residence within 30-miles of Windsor Heights' corporate boundary limits within reasonable time frame of appointment, as agreed upon by Candidate and the City.
- The successful completion of a pre-employment drug screen, physical and background check.
- Valid Iowa Drivers' License.

Preferred:

- Fire Officer I, Fire Inspector I and Fire Instructor I certifications preferred.
- Minimum of three years of progressively responsible Fire Suppression and EMS experience in a lead or supervisory capacity.
- Possession of valid Iowa driver's license and Commercial Driver's License or ability to obtain such within 1-year of appointment.

Tools and Equipment Used:

- Computer, including word processing, spreadsheet and database software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment, and public safety radios.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.
- Must be able to wear, and operate while wearing, Firefighting SCBA equipment.
- Fire and EMS department equipment and vehicles including trucks and attachments, car / light truck, air compressor, pumps, saws, grinder, ladders of various heights, pick-axe, generators, chains, extension cords, measuring equipment, hoses, oils, traffic control equipment, and hazardous equipment.

Work Environment/Frequent Physical Demands:

The physical demands of the duties described herein and the work environment characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate / high noise exposure of Fire Department machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 150 pounds.
- Use of hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects.
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold, darkness and poor lighting.
- Employee may be exposed to close quarters, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, electrical and medical hazards, microbiological hazards and unpleasant social situations.

- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.
- Position will require on-call availability during hours other than normal working hours, including nights, weekends and holidays.

Interaction with Other Department/Staff:

This position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, mayor, contractors and other staff. It is of the utmost importance that personal information be kept strictly confidential. This position shall also interact with various members of city staff, elected officials, and members of the public in non-routine capacities such as serving as a department representative on committees, within work groups, or during public forums.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Windsor Heights has a similar right.

_____	_____	_____	_____
Employee's Signature	Date	Public Safety Director/Chief	Date
		_____	_____
		City Administrator	Date

The City of Windsor Heights is an Equal Opportunity Employer.