

LAKE JOHANNA FIRE DEPARTMENT

<i>Section</i>	<i>Subject</i>	<i>Revision Date</i>	<i>Policy</i>
<i>JOB DESCRIPTON</i>	<i>Captain – Non-Exempt</i>	<i>01-22-2025</i>	<i>1444</i>

I. PURPOSE

To specify the minimum requirements and job description for the position of full-time Captain on the Lake Johanna Fire Department.

II. SCOPE

The Captain works under the general and/or administrative supervision and direction of the Chief Officers. The Captain exercises technical, general, and administrative supervision over assigned staff. The Captain may be assigned administrative responsibility.

III. POSITION OVERVIEW

The Captain position is a full-time position working 24-hour shifts (2912 hours annually) and serves as a riding/working supervisor within the Fire Department. The Captain is responsible for assigned firefighters, apparatus, stations, and equipment to ensure operational readiness. The primary duties include supervising firefighters, emergency response, and code enforcement activities. They are responsible for helping to ensure compliance with all policies and procedures. At an emergency incident, unless working under a superior officer, the Captain is responsible for incident command and resolution of the emergency. This includes entering a burning building with the fire crew as necessary.

IV. MAJOR AREAS OF RESPONSIBILITY

1. Using knowledge of the scope of services provided by the fire department and personal leadership skills, the Captain communicates with the Chief Officers to evaluate and report on the effectiveness of priorities and suggests new activities of the fire department.
2. Represents the Fire Department in dealings with other agencies in a manner that conveys a positive image of the Fire Department and that fosters cooperation and support.
3. Serves as a supervisor in the operations of the Fire Department and is responsible for compliance with all legal requirements.
4. Ensures that Fire Department staff under their direction follow appropriate procedures and comply with Fire Department policies and governmental requirements.
5. Ability to think and act in ways that support ethnical, cultural, and linguistic diversity.
6. Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
7. Oversee and participates with the cleaning of quarters, equipment, and apparatus.
8. Compile and keep varied records, incident reports, and payroll documents as required.
9. Perform related work as required.

<i>Section</i>	<i>Subject</i>	<i>Revision Date</i>	<i>Policy</i>
JOB DESCRIPTION	Captain – Non-Exempt	01-22-2025	1444

10. Performs fire code enforcement and inspection in a manner that protects and safeguards the welfare of the public and enhances quality of life.
11. Manage administrative projects as assigned such as SCBA testing and maintenance, radio and pager inventory and maintenance, clothing and turnout gear, etc.
12. Completes firefighter performance reviews as assigned.

V. OPERATIONS

1. Assumes responsibility for duties, activities, programs, facilities, equipment, and apparatus within their respective assigned area; determines priorities and implements programs and procedures.
2. Assists with scheduling, and deployment of personnel to ensure the optimum safety and delivery of fire & EMS services.
3. Coordinates assigned operations with other departmental functions and other agency functions, to promote proper communication, cooperation, and the overall effective delivery of services.
4. Operates fire department equipment or apparatus as needed.
5. May represent the Chief Officers as delegated in meetings, operational emergencies, community events, council meetings, and management sessions as necessary or assigned.
6. Carries out duties in conformance with federal, state, and local laws and ordinances.
7. Will be required to be available by phone/email for questions at times.
8. May respond to station callbacks when off duty.
9. May be required to return to duty or held over at any time.
10. Keeps the Duty Chief informed at all times of important developments.

VI. LABOR RELATIONS & SUPERVISION

1. Plans, develops, prioritizes, organizes, and directs activities, programs, and training consistent with the overall structure of the department to meet goals and objectives.
2. Plans and evaluates personnel and recommends performance standards. Remains knowledgeable of the functions and responsibilities of subordinates to advise, assist, and instruct.
3. Mentors staff by providing assistance, guidance, and support. Provides leadership and direction to firefighters responding to emergency fire, rescue and related calls to protect lives and property.
4. Rewards employees for excellent performance through commendations and desirable work assignments.

VII. ADMINISTRATION & REPORTING

1. Responsible for administrative functions as assigned.
2. Prepares or directs the preparation of required reporting, contracts, periodic or special reports on divisional activities and operations. Ensures all recordkeeping is accurate, complete, and up to date.

<i>Section</i>	<i>Subject</i>	<i>Revision Date</i>	<i>Policy</i>
JOB DESCRIPTION	Captain – Non-Exempt	01-22-2025	1444

3. Maintains familiarity with and coordinates technology initiatives with regards to fire and EMS systems such as computer aided dispatch, database management.
4. Monitors and approves time sheets including attendance, overtime, vacations, holidays, sick leave, etc.

VIII. FIRE PREVENTION

1. Responsible for prevention and community outreach functions as assigned.
2. Performs as an Inspector under the direction of the Fire Marshal to ensure local businesses and residential units are in compliance with applicable fire and municipal codes. Where deficiencies are noted, they are properly documented for further follow-up action.
3. Follows up on corrective actions issued as part of the Fire Inspection process to ensure completion and compliance.

IX. KNOWLEDGE, SKILLS, & ABILITIES

1. Thorough knowledge of the operation and maintenance of all apparatus, and equipment and methods used in combating, extinguishing, and preventing fires.
2. Thorough knowledge of rules and regulations governing the fire department, standards, and protocols of the department.
3. Knowledge of federal, state, and local laws related to the activities of the fire department.
4. Thorough knowledge of the principles and practices involved in training personnel.
5. Ability to react quickly and remain calm under duress and strain.
6. Ability to lead firefighters effectively, maintain discipline, promote harmony, exercise sound judgment, and cooperate with other officials.
7. Ability to prepare clear and concise reports.
8. Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
9. Possess strong leadership, problem solving and interpersonal relationship skills including the ability to maintain effective working relationships with co-workers, supervisors, contractors, and the public; and can maintain confidentiality regarding investigations, inspections, personnel matters, etc.
10. Has ability and desire to project a professional image through knowledge of job, positive attitude, and accurate and timely completion of work.
11. Demonstrates an ability to delegate, plan, organize, and coordinate the work of others. Makes effective decisions or recommendations to resolve and mediate conflicts. Initiates and follows through on projects.
12. Demonstrates an ability to identify and analyze problems, identify and evaluate alternative solutions, make decisions or recommendations, resolve problems, and consult with appropriate staff and resources as needed, based on knowledge, experience, and expertise.
13. Demonstrates an understanding of and an ability to support and contribute to the mission, vision and values, goals, philosophy, structure, and culture of the organization.

<i>Section</i>	<i>Subject</i>	<i>Revision Date</i>	<i>Policy</i>
JOB DESCRIPTION	Captain – Non-Exempt	01-22-2025	1444

X. QUALIFICATIONS

The Fire Department is dedicated to promoting diversity and inclusion in our workforce. The Department seeks to be the place where a diverse mix of talented people want to work. We are focused on equity and believe that diversity brings a unique and important perspective to the work we do. We are proud to be an equal opportunity employer. Minimum job requirements are specialized training beyond high school that can be obtained in one year or less.

1. Minimum Qualifications at Time of Hire

- Valid MN Driver’s License
- Minimum 5 years of firefighting experience
- MN State Certified Firefighter II
- MN EMSRB State Certified EMT
- Hazardous Materials – Operations Level (NFPA 472, NFPA 1031 or equivalent)
- Incident Command Training (36 hours, provide documentation)
- Fire Tactics/Strategies Training (36 hours, provide documentation)
- Leadership/Officer Training (24 hours, provide documentation)
- Incident Safety Officer Training (12 hours, provide documentation)

2. Minimum Qualifications Within One Year of Hire

- State Licensed Firefighter
- Blue Card Hazard Zone Incident Command Training
- Fire Inspector I

3. Minimum Qualifications Within Two Years of Hire

- Fire Officer I
- Fire Instructor I

4. Desirable Qualifications:

- Paramedic
- Fire Apparatus Operator
- Fire Investigator
- Fire Instructor II
- Fire Inspector II

XI. PHYSICAL DEMANDS & WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The duties listed 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.

<i>Section</i>	<i>Subject</i>	<i>Revision Date</i>	<i>Policy</i>
JOB DESCRIPTION	Captain – Non-Exempt	01-22-2025	1444

A portion of the work performed by the Captain is administrative in nature. Most of the work performed by the Captain requires him/her to meet and perform the requirements of a firefighter. Thus, the Captain may be required to spend excessive time outside exposed to the elements; tolerate extreme fluctuations in temperature while performing firefighting duties; perform physically demanding work in hot (up to 400 degree Fahrenheit), humid (up to 100 %) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms; experience frequent transition from hot to cold and from humid to dry atmospheres; work in wet, icy, muddy areas, and uneven terrain; perform a variety of tasks on slippery, hazardous surfaces such as on roof tops or from ladders; work in areas where sustaining traumatic or thermal injuries is possible; face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, corrosives, carbon monoxide, or organic solvents either through inhalation or skin contact; face exposure to infectious biological agents such as hepatitis B or HIV; wear personal protective equipment that weighs approximately 50 pounds while performing firefighting tasks; perform physically demanding work while wearing positive pressure breathing apparatus with resistance to exhalation and a flow rate specified by current SCBA manufacture; perform complex tasks during life-threatening emergencies; work for long periods of time, requiring sustained physical activity and intense concentration; make decisions that could have life or death consequences for employees and civilians under difficult and stressful conditions with limited information during emergency conditions; be exposed to grotesque sights and smells associated with major trauma and burn victims; make rapid transitions from rest to near maximal exertion without warm-up periods; operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces; use manual and power tools in the performance of duties; rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment through-out the duration of operation; encounter smoke filled environments, and a variety of physical hazards, damaged structures, moving mechanical equipment, electrical equipment, radiant energy, and possible exposure to explosives; meet the physical requirements outlined in NFPA 1582 (Medical requirements for fire fighters); and perform the tasks outlined in NFPA 1001 (Fire fighter professional qualifications).

Approved:



Fire Chief

01-22-25

Date