



Bondurant City (IA)
CAPTAIN FIRE/EMS COORDINATOR

Job Description Code	FT-FIRE 05	Established Date	12/16/2024
Last Revised Date	03/13/2025	Salary Range	\$45.42 - \$60.56 Hourly \$94,470.00 - \$125,961.00 Annually
Bargaining Unit	N/A	EEO	EEO4-Protective Service Workers
Occupational Group	N/A	FLSA	Exempt
Benefit Code	FT	Physical Class	FT/PT

Job Description

This position reports to and receives general supervision from the Emergency Services Director and Assistant Chiefs, who provide direction and evaluate work performance. The Captain Fire/EMS serves as a key leadership role responsible for supervising, planning, and directing daily operations, personnel readiness, training, and fire prevention activities. Captains ensure compliance with safety regulations and oversee emergency responses, including fire suppression, EMS operations, hazardous materials incidents, and community risk-reduction efforts. Captains also perform the same duties as a firefighter/paramedic, including advanced medical procedures within approved protocols, when staffing limitations require.

This is an overtime-exempt, salaried position. Individuals in this role provide supervision and leadership to a team of firefighter/paramedics who are classified as hourly employees and eligible for overtime after working 40 hours in a work week (Monday through Sunday).

The Fire Department operates on a structured shift schedule consisting of 12-hour shifts to ensure continuous coverage and effective team rotation. The two-week cycle is organized as follows:

- Team A alternates between 48-hour and 36-hour work weeks.

- Teams B and D follow a similar structure, adjusting for overnight coverage to maintain a consistent 42-hour work week.
- Team C rotates between 36-hour and 48-hour weeks to evenly distribute workload and shift responsibilities.

This structure supports round-the-clock readiness while balancing workload, rest, and recovery for all team members.

Essential Duties and Responsibilities

1. Establishes and maintains effective working relationships with staff, City officials, other fire departments, outside agencies, and the public.
2. Supervises and manages daily operations, including shift scheduling, readiness, and performance of personnel.
3. Responds to emergency incidents and serves as Incident Commander, overseeing fire suppression, EMS activities, and hazardous material mitigation until relieved by a higher-ranking officer.
4. Plans, implements, and evaluates training programs, ensuring staff meet and maintain all certifications and operational competencies.
5. Conducts fire investigations for suspicious or undetermined causes, prepares detailed reports, and testifies in court as needed.
6. Supervises fire prevention efforts, including building inspections, fire code enforcement, and community risk reduction programs.
7. Represents the department in public education initiatives, community events, and safety outreach programs.
8. Maintains and ensures proper functioning of apparatus, tools, and equipment, recommending replacements or upgrades when necessary.
9. Provides technical guidance to developers, contractors, and other stakeholders regarding fire codes, life safety systems, and hazardous materials.
10. Motivates and provides feedback to staff, addressing disciplinary matters as needed and issuing verbal or written reprimands when appropriate.
11. Participates in departmental planning, budget recommendations, and procedural updates to improve operational efficiency.
12. Ensures compliance with local, state, and federal regulations, maintaining accurate training and operational records.
13. Utilizes City technology systems for documentation, reporting, and pre-incident planning.
14. Performs other duties as assigned.

Required Knowledge, Skills, Abilities, Certifications & Experience

Knowledge:

- Fire suppression tactics, EMS procedures, hazardous materials operations, and Incident Command System (ICS).
- Building construction, fire codes, and fire prevention strategies.
- Training program development and regulatory compliance.

Skills:

- Leadership, personnel supervision, and effective team management.
- Strong oral and written communication skills, including technical reporting.
- Proficiency in firefighting, EMS, and modern incident management tools.

Abilities:

- Make sound decisions under pressure and problem-solve in high-stress scenarios.
- Foster collaboration with internal and external stakeholders, including the community.
- Balance operational, administrative, and public engagement responsibilities effectively.

Certifications:

- Firefighter II, Fire Officer II, Instructor I, Hazardous Materials Operations, ICS (100, 200, 300, 400, 700).
- Iowa Paramedic Certification or RN Exception through the Iowa Department of Public Health.
- Driver/Operator – Pumper certification.
- Must possess a valid driver's license and be insurable by the City's liability insurance.

Experience:

- Minimum of 5 years of Fire/EMS experience, including increasing leadership responsibilities in operations, training, or prevention.

Supplemental Information

Physical Requirements:

- Ability to perform physically demanding tasks, including lifting up to 100 pounds and working in extreme conditions (heat, cold, confined spaces, hazardous materials).

Environmental Conditions:

- Regular exposure to fire hazards, toxic materials, adverse weather, and potentially dangerous situations.

Work Schedule:

- Flexible, including evenings, weekends, and emergency call-ins.
- Unlike traditional 24 hours on duty fire service, with our 12 hour shift service it is not expected for employees to sleep during the work shift.

Job Functions:

- As outlined by NFPA 1582 (National Fire Protection Association), which defines medical and physical requirements for fire service personnel.