

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: FR002 Fire Captain (Day)
POSITION #/TITLE: 0147, 0266, 0337, 0495, 0635, 0907 Fire Captain (Day Support)	Adopted: 06-14
	Revised:

POSITION DESCRIPTION

Dept: Fire	Manager Level: Lead Worker
Salary Plan/Description: FRD/Fire Bargaining Unit Plan - Day Personnel	Salary Grade: 40
Reports To Position #/Job Code #/JC Title: 1046/NB326/Fire Marshal	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Prescribed by Civil Service (sworn position); Medical physical, physical function testing, respiratory medical physical, respirator fit testing.
Personal Protective Equipment: Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Respirator, Protective Clothing	

General Statement of Duties

Responsible for providing executive and technical services in the Fire Marshal's Office for the Fire Department. The work involves ensuring safety equipment procedures meet the standard, conducting classes, and assisting with the inspection process, including the application of the Cedar Rapids Fire Code with amendments, and all other applicable codes and standards.

Distinguishing Features of the Class

Works under administrative direction; opportunity for exercise of independent judgment within boundaries of training policies and practices. The Fire Captain (Day Support) is distinguished by the performance of duties that include plan review, administration of fire prevention programs, conducts routine fire inspections as needed in the community and oversees new construction and alterations.

Examples of Essential Work (Illustrative Only)

Inspects buildings to identify hazardous conditions and fire code violations;
Identifies corrective actions necessary to bring properties into compliance with applicable Cedar Rapids fire codes standards;
Assists in supervising and coordinating inspection programs;
Confers with Fire Marshal regarding program scheduling and evaluation;
Conducts annual and permit inspections;
Assists in plan review as assigned by Fire Marshal;
Writes detailed reports of fire inspections performed, fire code violations observed and corrective recommendations offered;
Plans for improvement of the inspection process;
Conducts inspections and acceptance testing of newly installed fire protection systems;
Conducts fire code compliance follow-ups to ensure that corrective actions have been taken in cases where violations were found;
Inspects properties that store, handle and use hazardous materials to ensure code compliance as well as issue the proper permits to conduct such business;

Maintains records for and performs annual re-evaluation of the inspection process;
Attends training seminars to acquire new training methods and techniques for the department;
Interacts with various agencies, such as City Water Department (provides results of hydrant flow testing);
Conducts classes for other departments concerning other emergency services;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of the current Cedar Rapids fire code with amendments and all applicable NFPA standards;
Ability to operate the following equipment and tools: wide variety of fire fighting apparatus, equipment and tools associated with fire control operations and for the most part unique to fire control programs;
Ability to communicate both verbally and in writing, which includes training, giving oral tests and writing course objectives;
Ability to identify new trends and techniques and develop methods for training department staff;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Prescribed by the Civil Service Commission.

Required Special Qualifications

Iowa certified EMT-B or nationally registered EMT-B;
Valid Iowa Driver's License;
Residency Requirements.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity and personal mobility which permits the employee to operate equipment.