

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> FR001 Fire Captain
<b>POSITION #/TITLE:</b> ALL Fire Captain	<b>Adopted:</b> 07-97
	<b>Revised:</b> 12-15

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Fire	<b>Manager Level:</b> Lead Worker
<b>Salary Plan/Description:</b> FRS/Fire Bargaining Unit Plan - Shift Personnel	<b>Salary Grade:</b> 40
<b>Reports To Position #/Job Code #/JC Title:</b> NB076/Fire Admin District Chief	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Very Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Medical physical, physical function testing, respiratory medical physical, respirator fit testing.
<b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Respirator, Protective Clothing, Fall Protection, various tools and shoring in emergencies.	

<b>General Statement of Duties</b>
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Provides lead supervision and technical direction to the Firefighters assigned to a Platoon, station or program. Coordinates department mandated programs including but not limited to EMS; Life Safety; Training; Water Rescue; HazMat; Rope Rescue; Trench; Confined Space; USAR and/or natural or manmade disasters.

<b>Distinguishing Features of the Class</b>
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Works under administrative direction except when under command of a superior officer at fire scene. Considerable opportunity exists for exercise of independent judgment in supervision of the fire company, but within prescribed policies, procedures and standards; can recommend disciplinary action. The Fire Captain is considered a lead employee distinguished between the ranks as prescribed promotional and departmental guidelines.

<b>Examples of Essential Work (Illustrative Only)</b>
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Responds to fire alarms; commands fire fighting personnel and equipment at fire in area or outside area, in absence of higher-ranking fire officer;

Evaluates condition and provides emergency medical assistance to injured persons and those overcome by fire and smoke, or in response to non-fire related medical emergency calls such as heart attacks, drowning, poisoning, shock, and extrications, in order to medically stabilize and/or sustain major life functions; consoles family members and friends at site; communicates status of victim and services being performed;

Determines nature of emergency, methods to be used and assists in rescuing individuals from life-threatening situations, including extrications, water rescues, floods, tornadoes, hazardous materials leaks or spills, trench, confined space, rope rescue, cave-ins, and high buildings or other structures; where person/s are stuck or entrapped in manmade or natural environments; to provide technical support services and restore normalcy to area;

Leads response to be used in rescuing individuals from life-threatening situations, including extrications, water rescues, trench, confined space, hazmat, rope rescue, cave-ins, and high buildings or other structures; where person(s) are stuck or entrapped in manmade or natural environments; to provide technical support services and restore normalcy to area;

Organizes and leads salvage operation and post-fire clean-up; protects property from water; looks for signs of arson; in absence of higher-ranking fire officer, directs all crews and equipment at site; Wears and properly uses safety equipment including personal protective, fall protection equipment, self-contained breathing apparatus and gas detection equipment;

Participates and serves as instructor in drills and training sessions; on a district-wide basis trains subordinates in use of equipment and methods of fire suppression; emergency medical assistance and inspections; conducts fire company training for community and industries;

Coordinates and assigns company members to conduct fire station tours for the general public; meets citizens and answers questions;

Supervises, participates and coordinates inspections of commercial and business properties in their district;

Supervises and participates in pre-fire planning and development of property maps and sketches for their district;

Supervises and participates in station maintenance work, cleaning, preventative maintenance and repair of equipment and apparatus as allowed, and periodic flow-testing and maintenance of hydrants;

Maintains daily records of company activities; makes reports on area activities and business as required;

Completes annual performance evaluations and provides written input to superior officers; writes reports of rule violations; counsels subordinate personnel regarding aspects of their work, and in providing career opportunity information;

Assists in fire investigations; coordinates fire scene security;

Approves various occupancy permits for annual inspection program;

Recommends pre-citations during inspections;

Responds to and investigates complaints for open burning; fire code violations; improper storage and other public hazards;

Reads and interprets various code manuals for inspection processes;

Conducts Life Safety programs for schools and businesses; administers the Junior Fire Setter program;

Reads and interprets various work guides;

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.

<b>Required Knowledge and Abilities</b>
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Knowledge of all aspects of fire control operations, of emergency medical assistance, of inspections and pre-fire planning methods and techniques, of proper equipment maintenance and station maintenance and of other relevant topics as acquired through special training under department auspices;

Knowledge of OSHA permit-required confined space entry protocol, respiratory protection standards, right-to-know laws, CPR and First Aid;

Knowledge of current NFPA codes in regulation to job title and job position;

Skills in all aspects of fire control operation and fire equipment and station maintenance;

Skill in work management and in interpersonal relations (as applied to supervision of personnel);

Ability to properly utilize the following equipment and tools: wide variety of fire fighting apparatus, equipment and tools associated with fire control operations and emergency medical assistance and mostly unique to fire control programs, personal protective equipment, gas detectors, fall protection equipment and self-contained breathing apparatus;

Ability to perform at confined space entry, hazmat, rope rescue, trench and water rescue, including rescue, using permit-required protocol; 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 or Nationally certified EMT, (who meet the Department's required certification level);  
Valid Iowa Driver's License (class D) with appropriate endorsements;  
Associates Degree/Fire Science; Firefighter I/II; Fire Officer II; Fire Instructor II;  
NIMS IS-100; 200; 300; 400; 700 and 800;  
Residency Requirements as directed by Civil Service.

**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 develop a wide variety of fire related administrative and educational materials; review written manuals and guides;  
Sufficient manual dexterity and visual acuity which permits the employee to operate a vehicle in both emergency and non-emergency situations;  
Sufficient physical ability to operate various specialized tools and computerized equipment;  
Sufficient physical ability to function at emergency scene operations as needed;  
Sufficient personal mobility which permits the employee to conduct fire safety inspections and present educational and Life safety programs.