

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title Fire Captain  
Sch & Grade FPS-5  
Class Code BI55  
FLSA Status Non-exempt  
Bargain Unit Elig. IAFF  
Occupational Group Fire

**PRIMARY PURPOSE:**

Supervises and participates in fire suppression, fire prevention, rescue and emergency medical operations, salvage and overhaul, and training activities of a fire district and performs assigned administrative duties.

**SUPERVISION:**

Under general supervision of the Battalion Chief.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Supervises and directs a fire company at a district station, enroute responding to alarms and at fire or emergency scenes.
2. Leads water rescue, HAZ-MAT or other special teams as assigned.
3. Assumes command of emergency scenes, per the incident command system, analyzes the situation, determines proper procedures, etc., and directs the activities of various responding units.
4. Administers emergency medical first aid, CPR, etc. and attends to victims until primary medical personnel arrive.
5. Works directly in firefighting activities; utilizes tools, equipment, portable extinguishers, hoses, ladders, etc.
6. Operates pumper trucks and calculates pump pressures as needed at fire scenes, when training firefighters and operators, etc.
7. Coordinates and participates in company pre-fire planning, district familiarization, and fire safety inspections.
8. Reads, studies, and interprets department procedures, fire science technical manuals, etc.
9. Instructs crew members in the principles of firefighting, rescue operations, etc. and directs participants in drills and practical training exercises.
10. Attends training in firefighting and management principles.
11. Operates two-way radio and portable communications equipment.
12. Maintains manual and/or computerized records on training, attendance, time sheets, incidents, etc. and prepares reports as required.
13. Ensures the safe and proper utilization of equipment, clothing and protective gear, etc. and enforces departmental policies.
14. Participates in the formulation or evaluation of departmental or city policies as assigned, implements new or revised policies, and encourages team efforts of fire personnel.
15. Participates in and oversees the periodic inspection and testing of equipment such as hoses, ladders, pumps, etc.
16. Participates in occupancy inspections, as assigned.

**IMPORTANT FUNCTIONS:**

1. Prepares and delivers public education programs regarding fire prevention and safety, and conducts tours of the fire station.
2. Communicates relevant department information to coworkers on the oncoming shifts.
3. Takes appropriate action on maintenance needs of equipment.
4. Serves as Battalion Chief on an acting basis as needed.
5. Supervises and performs maintenance and cleaning work on fire equipment, buildings, and grounds.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, methods, and equipment associated with firefighting, rescue and emergency medical services; math as it relates to calculating pump pressures. A working knowledge of policies, procedures and practices of the Springfield Fire Department and the City; knowledge of supervisory principles and practices.

**Abilities**

Supervise a fire station and emergency scene operations; accurately analyze situations, exercise sound judgment, and quickly perceive problem areas, identify options and the potential impact of various solutions; take charge when necessary and conduct tasks without being told to do so; direct and guide personnel in the accomplishment of goals and tasks; set a proper tone for the functioning of the organization and serve as a role model in behavior, practice and word; display a high degree of integrity and professionalism in action and word; effectively de-escalate tense situations and mediate interpersonal conflict between individuals; work under stress and perform in unpleasant and traumatic circumstances while remaining poised and professional; operate firefighting vehicles, equipment and tools; read and understand manuals and technical information; maintain detailed and accurate records and prepare reports; complete basic first aid/first responder training including CPR; follow oral and written instructions; communicate effectively verbally and in writing; deal effectively and courteously with associates and the general public; learn to operate computers; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City's stated mission and philosophy; perform effectively as a member of a team in carrying out the City's quality management philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Must have at least five years of service with the Springfield Fire Department, of which one year has been in continuous service at the rank of Fire Equipment Operator, Rescue & Salvage Specialist or higher as of the announcement closing date. Typically requires service in the Truck Company Captain position.

**Physical Requirements**

Visual defects cannot exceed 20/100 in both eyes and vision must be corrected to 20/30 in both eyes; successful long-term soft contact lens wearers shall not be subject to the uncorrected criterion; must be able to distinguish primary colors; must be able to pass a post offer medical examination including a hearing test.

Frequently/Routinely:

- Walk; crawl; climb ladders and stairways; sit for long periods of time; stand for long periods of time; lift, carry, push or pull weight up to 125 lbs; bend, squat, kneel, twist; reach to ground level and overhead; hold and grip objects; work at heights of 100 feet or higher as required by emergency situations; observe situations, identify appropriate actions; hear and communicate information and instructions; observe and move about fire scenes, identify appropriate action; direct personnel and utilize firefighting resources.

Rarely/Seldom:

- Run or jump.

**Working Environment**

Both indoor and outdoor working environments with exposure to a variety of extreme weather conditions; subject to extreme and/or constant noise; exposed to life threatening conditions and situations associated with firefighting, hazardous chemical incidents, and emergency medical situations such as toxic chemicals, fumes, smoke, and falls, danger from collapsing walls, ceilings or roofs and possible exposure to contagious diseases; subject to possible electrical and mechanical hazards as well as poor visibility, ventilation, and working in cramped spaces.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator's License. If appointed to the position of Firefighter after January 1998, must maintain Emergency Medical Technician certification throughout appointment as Fire Captain. Fire Instructor I certification must be maintained throughout appointment.

**Miscellaneous Requirements**

Shift and station assignment may vary depending on department requirements.

<b>Last Revision:</b>	February 10, 2012	<b>GENERAL ORDINANCE NO.</b> 2282
<b>Comments:</b>	Updated Abilities	<b>Date:</b> May, 1974

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_