

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Truck Company Captain</u>
Sch & Grade	<u>FPS-5T</u>
Class Code	<u>BI60</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>IAFF</u>
Occupational Group	<u>Fire</u>

**PRIMARY PURPOSE:**

Supervises the operation of an apparatus and its crew members involving fire suppression and prevention, rescue and emergency medical services, salvage and overhaul work, and truck company training activities.

**SUPERVISION:**

Under the general supervision of the Fire Captain and Battalion Chief.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Supervises and directs activities of a single company.
2. Instructs members of the company regarding operating procedures including assigning duties and giving special instructions when fighting fires.
3. Responds to alarms for fires, vehicle extrications, hazardous chemical incidents, emergency medical incidents, and other emergency incidents as required.
4. Assumes command of emergency scenes, per the incident command system, analyzes situations, determines proper procedures, and directs the activities of various responding units.
5. Maintains radio contact with the incident commander, communications center and/or other units (fire, EMS, and support) during emergency response, requesting assistance when needed.
6. Administers emergency medical first aid, CPR, and attends to victims until primary medical personnel arrive.
7. Oversees routine and preventative maintenance and makes periodic inspections of the apparatus and its equipment.
8. Receives direction and instruction from the Fire Captain and Battalion Chief regarding station operations, grounds and building maintenance, and overall fire scene action.
9. Provides training to crewmembers regarding apparatus operations including leading practical training exercises; participates in departmental in-service training and drills.
10. Reads, studies, interprets, and applies departmental procedures, technical manuals, building plans, etc.
11. Completes and maintains manual or computer records and prepares necessary reports on incidents, accidents, personnel related issues such as training, timesheets and performance evaluations, etc.
12. Performs pre-fire planning activities including touring and studying businesses for physical layout, possible hazards, location of water sources, exposure problems, potential life loss, etc.
13. Participates in occupancy inspections, as assigned.
14. Instruct assigned personnel on any new laws and rules, fire safety codes, and SOG's.
15. Ensures that assigned staff carry out their station duties and work assigned to them.
16. Serves as Fire Captain in the Captain's absence with full authority.

**IMPORTANT FUNCTIONS:**

1. Participates, prepares and delivers various public education programs regarding fire prevention and safety and conducts tours of the fire station as required.
2. Participates, prepares and delivers various training to update job knowledge and skills.
3. Assists in fire safety inspections of public and private buildings or property.
4. Communicates relevant department information to coworkers on the oncoming shift.
5. Oversees and participates in the care and cleaning of the apparatus.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

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

**Knowledge**

Aerial truck and engine company operations; principles, methods, and equipment associated with firefighting, rescue work and hazardous chemical responses; 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**

Effectively supervise a crew 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; plan, organize and coordinate the work of a crew; read, interpret, and understand manuals and technical information; complete and maintain detailed and accurate records and prepare reports; complete basic first aid/first responder training including CPR; learn to operate computers; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; 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 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.

**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; observe situations, identify appropriate actions; hear and communicate information and instructions; observe and move about fire scenes, identify appropriate action.

Occasionally/Periodically:

- Work at heights of 100 feet or higher as required by emergency situations; 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, 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 Truck Company Captain. Must obtain Fire Instructor I certification during the first six months in the assignment. Fire Instructor I certification must be maintained throughout appointment.

**Miscellaneous Requirements**

No out-of-title pay is awarded when acting as Fire Captain. Shift and station assignment may vary depending on department requirements.

<b>Last Revision:</b>	February 21, 2012	<b>GENERAL ORDINANCE NO.</b> 4331
<b>Comments:</b>	Updated Abilities	<b>Date:</b> April 19, 1993

**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:** \_\_\_\_\_