

# Job Description

## Human Resource Use Only

Position Number: 10173

Step/Grade: Contractual

Effective Date: 10/2013

Revised Date: 09.2021

### POSITION IDENTIFICATION

**Position Title:** Fire Captain  
**Department:** Fire Rescue  
**Status:** Full-Time, Union, Salary, Non-Exempt  
**Normal Workweek:** 24-hour shifts

### SUPERVISORY RELATIONSHIPS

**Reports to:** ~~Battalion Chief, Deputy Fire Chief, -Assistant Chief of Fire Rescue.~~ Depending on assignment, may report to Officer in Charge.<sup>[TB1]</sup><sup>[TB2]</sup> Chief, and Fire Chief  
**Directly Supervises:** Supervises Firefighters, Motor Pump Operators, ~~and Lieutenants~~

### POSITION PURPOSE

The person filling this position performs firefighting, emergency medical services, and other emergency response duties, as well as other tasks relevant to the fire department mission. This person supervises and manages the operations of his/her company and other companies assigned to him/her. In addition, this person will assist in the supervision and management of other on-duty companies and, if so assigned, may serve as ~~an Acting Shift Commander~~ Officer in Charge or Company Officer. This person will perform company training as outlined by the ~~Deputy Chief of Training~~ Assistant Chief of Fire Rescue.

### ESSENTIAL DUTIES

- Responds to calls from the public for assistance involving a wide variety of situations such as; all aspects of fire suppression and fire rescue; emergency medical care of the sick or injured; provision of specialized rescue service including confined space rescue, trench rescue, rope rescue, ice rescue, water rescue, and boat rescue, driving, and operating emergency and non-emergency vehicles.
- May function as an Incident Safety Officer (ISO)
- Effective communication with patients and physicians in emergency medical care situations.
- Operation of various large and small hand and machine-operated tools (hydraulic and mechanical), including, but not limited to; hydraulic extrication tools; axes, prying tools, pike poles; trench rescue shoring jacks; emergency medical care equipment; confined space rescue tripod and winches; hazardous materials spill control devices; ventilation fans; chain saws; circular saws.
- Inspection and maintenance of departmental equipment.
- Various physically-demanding tasks related to firefighting, rescue, and response to requests for assistance requiring, but not limited to: lifting of heavy objects or persons, forcing entry, carrying heavy firefighting equipment, attacking fires by dragging and controlling heavy water-filled fire hoses, dragging or carrying incapacitated persons, working in full firefighting and hazardous materials protective equipment and self-contained breathing apparatus, climbing ladders while carrying equipment, overhaul of structures by pulling building components apart, working in zero-visibility in hot and smoky environments while wearing heavy and constrictive protective equipment, working in water while wearing floatation protective equipment.
- Inspection of apparatus, and equipment to ensure compliance with departmental standards.

- ~~Preparation of vehicle inspection and maintenance records.~~
- Provision of informal training in apparatus operation to subordinates.
- ~~Serve as officer in charge in the absence of a superior officer and direct personnel as required.~~
- Participation in mandatory medical monitoring program and physical fitness program to assure ability to complete various physically-demanding tasks.
- Inspection of real and personal properties for compliance with fire codes.
- Ability to participate in all department training programs.
- Ability to take citizen groups on tours of fire stations and explain basic function of various pieces of equipment.
- ~~Participation on hazardous materials response team.~~
- Basic maintenance activities related to upkeep of stations and grounds
- ~~Effective verbal and written communications with the public and coworkers.~~
- ~~Answer department phones effectively and professionally. Take down essential information to send appropriate department resources and or transfer calls into department voice mail.~~
- Provision of basic public education programs for adults and children, including but not limited to talks on fire reaction behavior, fire safety measures, use of fire extinguishers, and fire prevention techniques.
- Completion of various written or computerized reports.
- ~~Language skills, math ability, physical demands, sight requirements, and environmental adaptability are incorporated by reference in these essential duties.~~
- ~~Answering phone calls from the public and d~~Dispatching of appropriate resources to the scenes of emergency and non-emergency calls for assistance.
- Preparation and review of company reports; ~~preparation of,~~ administrative reports, vehicle inspection and maintenance records.
- Evaluation of the performance of companies and their personnel; provision of counseling and recommendation of corrective measures to bring levels of performance to departmental standards.
- Maintenance of discipline (documented verbal and written) within the assigned companies.
- Planning, organizing, and conducting shift and departmental training sessions.
- Supervision of the day to day activities of company members.
- Planning, coordination, and review of activities of assigned companies with the company officers and Chief Officers.
- ~~Under the direction of the Chief Officer in charge of fire prevention, coordination of company activities related to inspection, code enforcement, public education, and pre fire planning.~~
- ~~Under the direction of the Chief Officer in charge of EMS, coordination of company activities related to the provision of Emergency Medical Services and maintenance of required EMS training levels.~~
- ~~May serve as Officer in Charge in the absence of a superior officer.~~
- ~~Supervision of and participation in the departmental physical fitness program.~~
- ~~Public Service activities as assigned by a superior officer.~~
- Oversee employee compliance with safety regulations, policies and procedures, and when directed, provide safety training to employees.
- ~~Climbing six or more flights of stairs while wearing protective equipment weighing at least 50 pounds or more and carrying equipment/tools weighing an additional 20-40 pounds.~~
- ~~Searching, finding and rescue dragging or carrying victims ranging from newborns up to adults weighing over 200 pounds to safety in hazardous conditions and low visibility.~~
- ~~Climbing ladders (stationary and aerial), operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.~~

- ~~Critical, time-sensitive, complex problem solving during physical exertion in stressful hazardous environments with constant distractions.~~

## OTHER DUTIES

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- ~~• Counseling of juvenile fire setters~~
- ~~• Investigation of fire origin and cause~~
- ~~• Assist with Department Evaluation process~~
- Other related duties as assigned by a chief officer

## MINIMUM POSITION QUALIFICATIONS

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- Education:** ~~High School graduate or equivalency, Associate Degree in Fire Science or related field~~ preferred required, Bachelor's Degree preferred. Preference may be given to applicants with a Bachelor's Degree, a minimum of 30 semester hours of credits earned in an accredited university, college, technical institute, the National Fire Academy, or Open Learning Fire Service Program with major emphasis on courses in public administration, industrial, or business management, personnel management, fire science, or engineering is highly desirable.
- Experience:** ~~Six to eight years of progressively responsible experience in a full-service municipal, county, or state agency performing fire service responsibilities. Pass promotional exam within required period per contract. Experience working on teams is desired. Four years of progressively responsible experience in a full-service municipal, county, or state agency performing fire service responsibilities, to include at least two years of supervision as Acting Lieutenant. Pass promotional exam within required period per contract. At least four years of experience in EMS, preferably as a Paramedic. Certification as a Paramedic is required by the Chief for personnel hired after September 1, 1990.~~ Six to eight years of progressively responsible experience in a full-service municipal, county, or state agency performing fire service responsibilities. Pass promotional exam within required period per contract. Experience working on teams is desired. Four years of progressively responsible experience in a full-service municipal, county, or state agency performing fire service responsibilities, to include at least two years of supervision as Acting Lieutenant. Pass promotional exam within required period per contract. At least four years of experience in EMS, preferably as a Paramedic. Certification as a Paramedic is required by the Chief for personnel hired after September 1, 1990.
- Certifications/Licenses:** ~~REQUIRED: Paramedic Wisconsin certification or eligibility for certification as a paramedic in the State of Wisconsin; Valid Wisconsin Driver's License; Current WI Firefighter I & II Certification; Fire Officer I Certification; NIMS ICS at 700 or 800 and Level 100 and Level 200, preferably Fire Instructor I Certification. Valid Wisconsin Driver's License; Certification within one year in the position ICS at 700 or 800 and Level 100 and Level 200. Paramedic Wisconsin certification or eligibility for certification as a paramedic in the State of Wisconsin if hired after September 1, 1990; Current WI Firefighter I Certification; must have or obtain within one year in the position, Fire Officer I course completion or Certification is preferred. If Fire Officer I has not been obtained, the officer will be demoted back to the position they were at when hired as a Captain.~~ REQUIRED: Paramedic Wisconsin certification or eligibility for certification as a paramedic in the State of Wisconsin; Valid Wisconsin Driver's License; Current WI Firefighter I & II Certification; Fire Officer I Certification; NIMS ICS at 700 or 800 and Level 100 and Level 200, preferably Fire Instructor I Certification. Valid Wisconsin Driver's License; Certification within one year in the position ICS at 700 or 800 and Level 100 and Level 200. Paramedic Wisconsin certification or eligibility for certification as a paramedic in the State of Wisconsin if hired after September 1, 1990; Current WI Firefighter I Certification; must have or obtain within one year in the position, Fire Officer I course completion or Certification is preferred. If Fire Officer I has not been obtained, the officer will be demoted back to the position they were at when hired as a Captain.
- Other Requirements:** No other requirements

## KNOWLEDGE, SKILLS, & ABILITIES

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This position must have advanced knowledge of; departmental organization, MABAS policies, Standard Operating Guidelines and Rules and regulations of the department; hazardous materials response and control techniques; fire suppression methods, tactics, and techniques, equipment requirements, manpower needs, etc.; National, State and local laws, codes, and ordinances pertaining to fire prevention, suppression, safety, hazardous materials, and Emergency Medical Services; geographical,

water supply, street, and structural features of the City; special life and property exposures and hazards; fire investigation and/or fire scene preservation techniques; organization, staffing, and delivery of emergency medical services; principles of personnel supervision and management; and modern leadership principles. [Critical, time-sensitive, complex problem solving during physical exertion in stressful hazardous environments with constant distractions.](#)

This position must also possess extensive knowledge of principles of apparatus operation and fire stream production; water supply and fixed fire detection and protection systems; building construction as it relates to the Fire Service; instructional methodology, ~~preferably Fire Instructor I Certification~~; fire behavior; incident Command Systems; fire department chain of command process; characteristics of flammable liquids, gases, chemicals, and combustible materials; special rescue techniques, including ice, water, trench, confined space, and rope rescue; fire inspection and code enforcement techniques; and agencies which assist the fire department under various circumstances, e. g. Department of Natural Resources, Emergency Management, Police, Sheriff Department, Mutual Aid Departments, MABAS and EMS agencies. This position must possess the ability to communicate effectively in English, both verbally and in writing; basic mathematical skills sufficient to pass mathematical portion of job-related entry-level written test with emphasis on basic algebra; the ability to do calculations in formulas related to fire service hydraulics; and the ability to perform medication calculations as related to current EMS protocols.

## **BACKGROUND CHECK**

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Condition of employment

## **PHYSICAL DEMANDS**

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The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** Performance of essential functions requires a capacity to intermittently sit, stand, walk, bend, run, climb, and lift moderately heavy (25-50 pounds) objects. Performance of tasks associated with responding to fire alarms and other calls for assistance requires a capacity to lift heavy objects (50-100 pounds) unassisted and larger objects (more than 100 pounds) with assistance; a capacity to position, raise, and climb and work from ladders; a capacity to use various hand tools and powered equipment requiring a moderate to high degree of physical strength, hand-eye coordination, and manual dexterity; to pull and advance empty and water-filled firefighting hose lines of various sizes; to work in full firefighting and hazardous material protective ensembles; all under emergency conditions.

**Physical Effort:** Ability to meet medical standards in most current version of National Fire Protection Association Standard 1582 - Standard of Medical Requirements for Firefighters and Information for Fire Department Physicians and meet the requirements of Wisconsin SPS 330. [Climbing six or more flights of stairs while wearing protective equipment weighing at least 50 pounds or more and carrying equipment/tools weighing an additional 20-40 pounds. Searching, finding and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 pounds to safety in hazardous conditions and low visibility. Climbing ladders \(stationary and aerial\), operating from heights,](#)

[walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.](#)

**Working Conditions:**

The performance of some tasks exposes an individual to machinery and its moving parts, to toxic gases, chemicals, and other hazardous materials, and to cold, smoke and heat with temperatures varying from well below zero Fahrenheit to well above 300 degrees Fahrenheit in a fire structure; it requires the use of heavy protective clothing, helmet, self-contained breathing apparatus, respirators, goggles, and gloves. Work is often performed outdoors in extreme cold or inclement weather. Some tasks require work in and around bodies of water.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.