



CITY OF SAINT PETER, MINNESOTA

POSITION OPENING

FIRE DEPARTMENT COMPANY CAPTAIN

The City of Saint Peter is currently accepting applications for the position of COMPANY CAPTAIN in the Fire Department. MINIMUM QUALIFICATIONS include: High School diploma or equivalent; Possession of valid Minnesota Class D driver's license or equivalent; Possession of Minnesota Firefighter 1001 certification or equivalent; Experience working with the public; Successful completion of training through specialized fire service related schools including three (3) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety officer or equivalent courses; Current St. Peter Fire Department member in good standing with seven (7) years of firefighting experience.

DESIRED QUALIFICATIONS include: Computer use experience with email, MS Word and Excel; Proven ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public; Proven knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection; Proven ability to understand and coordinate work and expenditures based on the budget for the Fire Department; Previous experience directing implementation of a Department budget; Proven ability to assist in developing plans for and review of specifications for new or replacement equipment; Successful completion of the following courses from an accredited school: Leadership III or equivalent; Leadership II or equivalent; Leadership I or equivalent; MCTO (Managing Company Tactical Operations) – Tactics NFA Course or Strategy and Tactics Initial Company Operations (State School); MCTO Decision Making (Pre–Requisite MCTO-Preparation); MCTO Preparation; Arson Investigation; Incident Command; NIMS Training; Strategies and Tactics (Classes in Urban and Rural Multi-Story Residential) including continued education as needed and or equivalent education.

Applicants are required to complete a City application form available online at www.saintpetermn.gov/365/Employment; from the City Administrator's office at 227 South Front Street; or by calling (507)934-0663. Completed applications must be received by the City Administrator's office by 5:00 p.m. on December 7, 2022. Faxed and/or late applications will not be accepted. AA/EEO

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POSITION DESCRIPTION

JOB TITLE: CAPTAIN
DEPARTMENT: FIRE DEPARTMENT
SUPERVISOR: ASSISTANT FIRE CHIEF

OVERVIEW OF POSITION

Under the direction and general supervision of the Assistant Fire Chief, the Captain performs a variety of technical, administrative and supervisory work in planning organizing, directing and implementing fire prevention and suppression to prevent or minimize the loss of life, property by fire, and other means to the citizens within its area of responsibility.

ESSENTIAL JOB FUNCTIONS:

- Serves as the next higher ranking officer in the absence of that position according to the department chain of command and performs essential duties and responsibilities as listed for that position and/or as assigned.
- Supervises the Lieutenant and Firefighters of assigned company, carrying out directives from the Assistant Fire Chief.
- Helps plan, coordinate, supervise and evaluate fire operations.
- Assures compliance of policies and procedures for the Fire Department.
- Commands and controls assigned company operations and appoints a firefighter to assume responsibilities of the assigned Company's Lieutenant in his/her absence.
- Directs the maintenance of vehicles and equipment of the assigned Company upon return to the Fire Station
- Maintains appropriate books on the equipment according to OSHA and Department requirements.
- Prepares and supervises drills for the Department and maintain records related to training.
- Other duties as assigned by the Fire Chief.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Captain is required to be capable of performing the following physical functions or a combination there of for any given work day:

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral

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vision; Continuously bend/stoop, squat, crouch, kneel, balance, push/pull; Frequently crawl, climb height of thirty feet, reach above shoulder level; Continuously use both feet for repetitive movements as in operating foot controls; Continuously use hands for firm grasping and fine manipulating.

Strength: Continuously carry up to thirty-four pounds and lift up to thirty-four pounds; frequently carry thirty-five to seventy-four pounds and lift thirty-four to seventy-four pounds; occasionally carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds.

Stamina: Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty seven (37) degrees centigrade; Continuously endure exposure to dust, fumes, gases, mist, wet, humid; Occasionally exposed to high noise levels

Safety: Perform basic first aid; Perform cardiopulmonary resuscitation; Perform confined space (manhole) rescue; Wear safety equipment including turnout gear, hard hat, steel-toed shoes, safety goggles, and safety vests.

Vaccinations: Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the Captain by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Captain is required to be capable of performing the following psychological, situational, and functional functions: Ability to communicate effectively; ability to understand and carry out directions; ability to accept responsibility; ability to maintain confidentiality when needed; tact, ability to deal with the public.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Possession of valid Minnesota Class D drivers license or equivalent.
- Possession of Minnesota Firefighter 1001 certification or equivalent.
- Experience working with the public.
- Successful completion of training through specialized fire service related schools including three (3) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety officer or equivalent courses.
- Current St. Peter Fire Department member in good standing with seven (7) years of firefighting experience.

DESIRED QUALIFICATIONS:

- Computer use experience with email, MS Word and Excel.
- Proven ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
- Proven knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.
- Proven ability to understand and coordinate work and expenditures based on the budget for the Fire Department.

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- Previous experience directing implementation of a Department budget.
- Proven ability to assist in developing plans for and review of specifications for new or replacement equipment.
- Successful completion of the following courses from an accredited school:
 - Leadership III or equivalent
 - Leadership II or equivalent
 - Leadership I or equivalent
 - MCTO (Managing Company Tactical Operations) – Tactics NFA Course or Strategy and Tactics Initial Company Operations (State School).
 - MCTO Decision Making (Pre –Requisite MCTO- Preparation)
 - MCTO Preparation
 - Arson Investigation
 - Incident Command
 - NIMS Training
 - Strategies and Tactics (Classes in Urban and Rural Multi Story Residential)
 - Including: Continued education as needed and or equivalent education.

modified: 7/07/10