



City of Vadnais Heights Fire Department



Employment Opportunity

Fire Captain (non-exempt)

Job Title:	Captain	Reports To:	Assistant Chief(s)
Schedule:	24-hour Shifts	Posted:	11/18/2024
Salary:	\$85,000 - \$101,650	Closing:	12/2/2024 at 8 AM

Summary

Fire Captain is a full-time position working 24-hour shifts. This position supervises firefighters on shift and participates in emergency and non-emergency operations. Performs all fire and EMS related functions; ensure all assigned activities are performed effectively and according to department policies; may serve as the Incident Commander on emergency scenes; shift training officer; perform related fire prevention activities, facility maintenance and housekeeping functions as assigned.

Essential Duties and Responsibilities

- Respond to fire and medical emergencies while on shift. Evaluate each situation and determine best approach and actions to be taken. Request assistance including mutual aid when required.
- Directs and performs firefighting and rescue activities in a safe and efficient manner including hose deployment, fire extinguishment, search and rescue, first aid and medical care, etc. Retain supervisory role unless relieved by a superior officer.
- Assist, instruct and supervise fire and EMS training programs.
- Responsible for equipment and station maintenance. Supervise and assist with completing housekeeping duties, minor repair work and oversight of all apparatus and equipment.
- Responsible to complete and document emergency incident reports and maintain service records on equipment through various software platforms.
- Additional duties include, but not limited to: fire inspections, pre-planning, fire prevention, code enforcement, public speaking and education, lesson planning, fill in for chief officer(s) in their absence.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Ability to communicate through all methods effectively to department members and public in a positive manner.
- Demonstrates ability to provide sound leadership to all department members, public and city officials. Maintain effective working relationships while protecting confidential information.
- Must be a self-starter and proactive individual who can work with little to no supervision from superior officers.
- Ability to react quickly and lead firefighters in high stress situations.
- Thorough knowledge of department operations and policies. Ability to maintain and track department records in an organized manner.
- Ability to provide direction and assist with guiding, evaluating, instructing and recommending steps for development of subordinates.

Minimum Qualifications

- Hold valid Class D Minnesota Driver's License
- State Certified Firefighter II
- Hazardous Material Operations (472 or equivalent)
- Emergency Medical Technician (NREMT) or higher
- Minimum 3 years' experience as firefighter
- Fire Apparatus Operator
- Blue Card Incident Command or obtain within 12 months of hire
- Fire Inspector I or obtain within 12 months of hire

Desirable Qualifications

- Experience as fire officer (Lt. or higher)
- Minnesota State Firefighter License
- Fire Instructor I
- Fire Officer I

Additional Information

- This position is subject to a 12-month probationary period.
- This position will work a Monday – Friday, 7 am – 3:30 pm scheduled shift from time of hire through approximately June of 2025 (may adjust as needed). The position will then transition into a rotating 24-hour shift schedule.

Disclaimer

- This job description is not designed to cover or contain all job duties, activities or responsibilities. Management reserves the right to assign or change job duties at any time with or without notice.

Schedule

- Application period closes 12/2/2024 at 8 AM. Applications must be dropped off in person or emailed to Mike.Richter@cityvadnaisheights.com
- First round of interviews: Early December
- Second round (if required): Mid December
- Conditional offer: Early January