



Employment Opportunity

POSITION:	Administrative Captain of Human Resources
COMPENSATION:	2025 Pay Rate - \$47.08 / hour, 40 hours per week
CONTACT:	Assistant Chief Joel Nelson 763.230.7007 / jnelson@westmetrofire.com
APPLICATION DEADLINE:	October 20 th , 2025 at 4:30 p.m.

SUMMARY:

In addition to performing all of the fire prevention and suppression duties of a regular firefighter, the Captain of Administration, Human Resources serves as a licensed firefighter and Human Resources Generalist for the District. This position balances leadership of the District's human resources functions, employee engagement, administrative programs and Fire District's operational response.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Respond to emergency and non-emergency incidents, including fire suppression, hazard mitigation, and 911 response
- Manage and address firefighter personnel issues and relations
- Responsible for the human resource function of the District including but not limited to:
 - Benefits administration for full-time and paid-on-call employees
 - Employee engagement and check-in meetings
 - Employee performance management and evaluations
 - Timekeeping & payroll liaison with third-party payroll provider
 - Monitor compliance with District policies and performance standards, including investigation and management of violations
 - Recruitment and on-boarding of new employees
 - Records management, including retention and disposal
 - Proactively plan and manage compliance with State and Federal HR regulations
- Develop and manage the Health & Wellness initiatives of the District including Awards and Retirement programs and banquets
- Collaborate with the New Hope & Crystal HR Directors for human resources related functions.
- Lead recruitment, selection, and hiring of District employees
- Develop and manage firefighter retention initiatives
- Develop, coordinate, and execute firefighter and fire officer promotional processes
- OSHA record keeping and reporting
- Collaborate with the command staff to research, develop, and implement department operations, programs, and goals including S.O.G.'s, policies and employee handbook updates.
- Manage accident and injury reporting
- Perform and oversee personnel records management and RMS employee management
- Perform other job-related duties as assigned

REQUIRED SKILLS / EXPERIENCE / EDUCATION:

- Associate's degree (or higher) in Human Resources, Business, Public Administration or a related field OR equivalent combination of education and progressively responsible fire service administrative experience
- Minimum of three (3) years of firefighting experience and at least five (5) years in a human resources role
- Must be a licensed firefighter in the state of Minnesota, or the ability to obtain licensure within one (1) year of hire
- Valid Minnesota Class D Driver's License, or ability to obtain within three (3) months of hire
- Current Emergency Medical Responder (or higher) certification with the Minnesota Emergency Medical Services Regulations Board (EMSRB), or ability to obtain within six (6) months of hire.
- Pro Board or IFSAC Fire Service Certification as a Firefighter II
- Pro Board or IFSAC Fire Service Certification as a Fire Apparatus Driver Operator/Pumper
- Ability to successfully pass a physical ability test, pre-employment physical, psychological evaluation and criminal background check

DESIRED SKILLS / EXPERIENCE / EDUCATION:

- Certifications and/or additional coursework in Human Resources Management
- MBFTE Qualified Live Fire Instructor
- MBFTE Qualified Live Fire Instructor In-Charge
- Pro Board or IFSAC Fire Service Certification as a Fire Instructor I
- Pro Board or IFSAC Fire Service Certification as a Fire Instructor II
- Pro Board or IFSAC Fire Service Certification as a Fire Officer I
- Pro Board or IFSAC Fire Service Certification as a Fire Officer II
- Graduate of the National Fire Academy Managing Fire Officer Program
- Graduate of the National Fire Academy Executive Fire Officer Program
- Formal training in public administration practices
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources
- Currently or recently serving as a firefighter

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to pass the physical assessment upon hire.

Work is in the field and frequently exposed to hazard conditions, chemicals, and stressful emergencies. There is exposure to disagreeable elements such as outdoor weather conditions, severe medical conditions, and varying levels of stress.

COMPENSATION AND BENEFITS:

This is a full-time, non-exempt position with a 2025 pay rate of **\$47.08 per hour**, plus a comprehensive benefits package including but not limited to:

- Health insurance
- Participation in the Public Employees Retirement Association (PERA)
- Paid vacation and sick leave
- Compensatory time
- Overtime eligibility
- Additional District-sponsored benefits and wellness programs
- Participation in the Duty Officer Program