



STAFF REPORT

DATE: July 6, 2021

CONSENT

TO: Honorable Mayor and City Council

FROM: Jake Dickson, Assistant City Administrator

REVIEWED BY: Dustin Kalis, Fire Chief

AGENDA ITEMS: Approve Updated Job Description and Posting for Fire Department Captain

BACKGROUND:

The Lake Elmo Fire Department is led by a Fire Chief who is supported by an Assistant Chief, Captain(s) and Lieutenant(s). The Captain and Lieutenant Job Descriptions have not been updated since 2014.

ISSUE BEFORE COUNCIL:

Should the City Council approve the new Job Description and advertise the Fire Department Captain job?

PROPOSAL DETAILS/ANALYSIS:

The revised job description included in your packet updates the position and brings the job description in line with the standard City format established in 2017. Revisions to the job description include altering the supervisory responsibilities of the position to meet the model of the current and future department. If approved, staff will begin advertising the position Wednesday, July 7th to internal candidates. Staff will review applications, conduct interviews and ultimately ask the City Council to approve appointments at a later meeting.

FISCAL IMPACT:

None

OPTIONS:

- 1) Approve the revised job description and advertise the posting.
- 2) Make no changes to the Fire Department Captain position.

RECOMMENDATION:

“Motion to approve the revised job description for the Fire Department Captain and advertise the position.”

ATTACHMENTS:

- Revised Job Description
- Fire Department Captain Job Posting

City of Lake Elmo

Job Title: Captain

Department: Fire Department

Status: Paid-On-Call

Reporting Relationship: Reports to Chief Officers and ultimately the Fire Chief.

Supervisory Duties: This position supervises, directs, and coaches firefighters in emergency and non-emergency settings. Directly supervises a Lieutenant(s) or other fire department staff as assigned.

Chain of Command: The Lake Elmo Fire Department operates under a chain of command supervisory structure. The structure is as follows: Fire Chief, Assistant Chief(s), Captain(s), Lieutenant(s).

Position Details:

Responds to fire and medical emergencies serving as attack crew officer and/or initial Incident Command. Provides work direction through fire ground tactical operations until relieved by a superior officer; and performs related duties as required.

The position of Captain is an appointed position by the City Council and will be reviewed annually by the Chief and Assistant Chief for annual reappointment or replacement.

Works under the general supervision of the Fire Chief, receives task supervision from all Chief Officers.

Emergency Response:

- Respond to fire and medical emergencies as assigned.
- Serve as attack crew officer and/or initial IC per department operating procedures.
- Directs the placement of the company's apparatus and determines best strategy for resolving the emergency.
- Directs Fire Fighters and takes the lead in extinguishing fires, saving life and property, and determining methods of appraisal in hazardous material situations.
- Coaches on work methods. Continually strive to improve morale among personnel. They shall assist in the reporting and resolution of personnel problems.
- Assists in the annual review of staff as assigned.
- Captains shall be expected to present a positive and constructive attitude.
- Conducts training in the latest firefighting techniques, lifesaving procedures, hazardous materials, rescue boat operations, extrication, tool operations, and emergency medical techniques.
- Enforces policies and procedures.
- Enforces department-wide rules and regulations.
- Shall at all times maintain due regard for the safety and welfare of all personnel of the department.
- Must meet response and/or call back percentages as specified in department policies.
- Meet the requirements of Duty Officer.

Other Duties:

- Attend related meetings during regular and after hours as directed or needed.
- Keep the Fire Chief informed of job related activities at all times.
- Attend ongoing training to maintain required certifications and proficiencies.
- Complete 12 continuing education hours annually through department approved leadership/officer training courses.
- Performs other duties as apparent or assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Position Requirements***Knowledge, Skills and Abilities:***

- Thorough knowledge of the modern principles and techniques of fire suppression and emergency response.
- Directs Firefighters and takes the lead in extinguishing fires, saving life and property, and assessing hazardous material situations.
- Ability to enforce fire department policies, procedures, rules and regulations.
- Knowledge of applicable municipal laws, city policies and ordinances.
- Knowledge of current principles and practices of fire inspection and code enforcement administration, including general knowledge of departmental services, functions, and operations.
- Knowledge of the principles and practices of building construction and electrical and mechanical systems.
- Skill to communicate with a variety of individuals and handle a variety of customer service situations.
- Ability to use various office equipment and software programs including but not limited to: Microsoft Office suite, ImageTrend, Aladtec, IamResponding, Central Square Field Ops, and Tablet Command.
- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to prepare clear reports and prepare work results with completeness and accuracy, and solve complex problems in a timely manner.
- Ability to collect, maintain, and analyze departmental related data
- Ability to establish and maintain effective working relationships with co-workers, citizen commissions, council members, staff from other public agencies, and citizens.
- Ability to maintain physical fitness and perform the duties of a firefighter.
- Ability to read and interpret detailed instructions, correspondence and procedural manuals, City policies, ordinances and contracts, state statutes. Ability to use grammar and spelling to communicate effectively orally and in writing.
- Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to create tables and graphs and effectively communicate analytical conclusions.
- Ability to solve and deal with practical problems. Ability to interpret a variety of instructions in written, oral or other forms.
- Recognizes the constantly changing atmosphere of modern day fire departments and is prepared to take on new responsibilities such as, but not limited to: on duty fire station shift staffing, expansion of duty officer program, and new supervisory skills.

Education: High school diploma or GED

Requirements: Minimum of two years of progressive fire service experience and one year supervisory/command experience in Fire/EMS or equivalent.

Licenses/Qualifications: This position will require the following be met and maintained through term in this position:

- Certified as:
 - Firefighter I and II
 - Emergency Medical Responder
 - Haz-Mat Operational Level
- Must have or become certified as:
 - Blue Card 50 hour online training program within 12 months.
 - Must have Fire Officer I Certification within 24 months
 - Fire Apparatus Operator within 18 months
- Experience with computers and variety of office software, including Microsoft Office Suite and Adobe applications, and job-related software programs.
- Current, valid MN Driver's License

Preferred Qualifications:

- Five years progressive fire service experience.
- Two years of supervisory and/or command fire & EMS experience.
- Certified as:
 - Emergency Medical Technician
 - Fire Instructor
 - Fire Officer

Physical and Mental Requirements: While performing the duties of this job, the employee is frequently required to sit, talk, or hear; stand; walk; use hand to finger; handle; or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally asked to climb or balance, stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift to 10 pounds and occasionally lift and/move up to 100 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust the focus.

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

Working Conditions: Work is performed primarily in the office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The employee is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff

- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

INTERNAL POSTING

Accepting Applications for the Position of:

Paid-On-Call Captain

SALARY: \$16.25/Hour

ANNUAL STIPEND: \$1,677.02

OPENING DATE: 7/7/2021

CLOSING DATE: 7/21/2021

POSITION TITLE: Paid-On-Call Captain

DEPARTMENT: Fire

ACCOUNTABLE TO: Chief Officers and Fire Chief

PRIMARY OBJECTIVE:

The Paid-On-Call Captain performs a variety of duties in the fire services related to emergency response, serving as initial Incident Command, providing supervision to firefighters in emergency and non-emergency settings, ensuring the safety and welfare of department personnel, conducting trainings, and providing management assistance to Chief Officers and the Fire Chief.

ESSENTIAL FUNCTIONS OF THE POSITION

Emergency Response:

- Respond to fire and medical emergencies as assigned.
 - Serve as attack crew officer and/or initial IC per department operating procedures.
 - Directs the placement of the company's apparatus and determines best strategy for resolving the emergency.
 - Directs Fire Fighters and takes the lead in extinguishing fires, saving life and property, and determining methods of appraisal in hazardous material situations.
 - Coaches on work methods. Continually strive to improve morale among personnel. They shall assist in the reporting and resolution of personnel problems.
 - Assists in the annual review of staff as assigned.
 - Captains shall be expected to present a positive and constructive attitude.
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- Must meet response and/or call back percentages as specified in department policies.
- Meet the requirements of Duty Officer.

Other Duties:

- Attend related meetings during regular and after hours as directed or needed.
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Position Requirements

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PLEASE APPLY BY CLOSING DATE: **JULY 21, 2021**

SEND COMPLETED APPLICATION TO:

CITY OF LAKE ELMO

ATTN: JAKE DICKSON, ASSISTANT CITY ADMINISTRATOR

3880 LAVERNE AVENUE NORTH SUITE 100, LAKE ELMO, MN 55042

OR **JDICKSON@LAKEELMO.ORG**

A CITY EMPLOYMENT APPLICATION CAN BE FOUND AT WWW.LAKEELMO.ORG

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER
