RESOLUTION OF THE COMMON COUNCIL	
Authorizing and directing the proper city official(s) to approve the Fire Department Fire Captain position description. Committee Action: Personnel Committee recommends approval. (4-0) Fiscal Impact: None	
File Number: R-42-2023	**Date** March 14, 2023

WHEREAS, the Personnel Committee received a request to approve the Fire Department Fire Captain position description, and,

WHEREAS, the Personnel Committee met on Monday, March 6, 2023, to review the Fire Department Fire Captain position description and,

WHEREAS, the Personnel Committee recommends approval unanimously (4-0) to approve the Fire Department Fire Captain position description, now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby authorized and directed to approve the Fire Department Fire Captain position description.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____ _____

Timothy Swadley, Mayor **Date**

Council Action: _____ ☐ **Override** **Vote** _____

Stoughton Wisconsin

FIRE DEPARTMENT

Fire Captain

REPORTS TO: **Assistant Fire Chief** **GRADE:** **NG** **FLSA:** **N**

SUMMARY OF POSITION

The Captain position is the first-level supervisor within the Stoughton Fire Department (SFD). Firefighters report to their Captain for day-to-day/administrative purposes. Captains report to their assigned assistant chief for day-to-day/administrative purposes. During incidents, Captains' reporting will be based on the job assignments for the incident.

DUTIES AND RESPONSIBILITIES:

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Responds to emergency incidents in fire department apparatus, filling the role of vehicle officer, firefighter, operator or Incident Commander (as qualified/assigned).
- Includes roles/responsibilities included in Stoughton Fire Department (SFD) Firefighter job description. See attached.
- Participates in research, development of proposals for potential adjustments to SFD and City of Stoughton Standard Operating Guidelines (SOG's), Standard Operating Procedures (SOP's), best practices and other operational aspects as necessary to ensure SFD provides a high quality, effective, efficient and risk managed level of service to the citizens we serve.
- Represent and help carry the mission of the SFD, encouraging, leading, and helping mentor all SFD members.
- Ensures equipment is returned to service for use, whenever possible. If an issue exists that prevents return to service, ensure appropriate staff (Chief, Deputy Chief, etc.) are notified for appropriate repairs/replacement.
- Acts as a supervisor as assigned at incidents, acting in the position of company officer, directing subordinates as required, unless relieved by a superior officer.
- Acts as initial incident commander at incidents when necessary for efficient and safe emergency scene operations.
- As an emergency scene incident commander, implement and coordinate a formal incident management system emphasizing firefighter and civilian

safety. This includes collaborating with senior Firefighters/officers when appropriate.

- 1st level supervisor for Firefighters/SFD members assigned to their respective company, for administrative purposes.
- Maintains technical knowledge by attending outside trainings, educational workshops, studying publications and online sources, and participating in SFD accepted trainings.
- Assists with training, as coordinated with the training committee and respective chiefs.
- Assists with teaching members procedures, leadership skills, and other knowledge to assist with future promotions and leadership positions within SFD (progression planning).
- Contributes to team effort by accomplishing related results as needed.
- Promotes a positive atmosphere in all aspects of the Department, one that helps one another and builds a team that works together for the common goal of integrity, professionalism and a high level of service to the people that we serve.
- Ability to be objective, use reason and good judgment in dealing with all kinds of people.
- Ability to act with integrity and be professional in appearance and actions.
- Ability to positively interact and communicate with the public.
- Demonstrate proper methods of performing the various techniques of modern firefighting.
- Fill out incident reports via paper and online mechanisms.
- Participate/contribute to preplanning of incidents/risks within the City of Stoughton.
- Performs other related functions as required and/or assigned.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications/Minimum Requirements

- High school diploma
- Valid Wisconsin's Driver's License
- NIMS IS 100/IS 200/ICS 700/ICS 800

- AHA-CPR Certification

- Minimum Wisconsin Certified Firefighter 1

- Meets DSPS 330 requirements, as a command officer, Fire Officer 1 and 2 would be desirable, but not required.

- Ability to pass background check, driving requirements, pre-employment physical, and drug screen.

- Minimum of 5 years active firefighting experience.

- Experience working within the Incident Command System, at varying levels, including Section Chief level.

Post-Appointment Training Requirements

- Continuing education of outside SFD training, minimum of 10 HOURS annually.
- Fire Instructor 1 Certification (within one year of appointment, class availability dependent).
- Fire Officer 1 Certification (within two years of appointment, class availability dependent).

Recommended Classes:

- ICS Classes specific to positions in an ICS Structure. Such as NIMS IS300 and IS 400.
- Advanced technical level training for various tasks within the SFD response structure. Examples are extrication, ladder ops, technical rescue, etc.

Supervisory Skills

- Ability to assign, supervise, and review the work of others in a manner that is efficient and respectful, balanced against the immediate needs of the situation (day-to-day vs. incident response).

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

- Ability to train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Language Skills

- Ability to explain, demonstrate and clarify to others within well-established policies, procedures, and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

- Ability to utilize a variety of advisory data and information such as technical operating manuals, vehicle and equipment repair manuals, billing statements, time sheets, parts books and catalogs, electrical diagrams, hydraulic diagrams, procedures, guidelines, schedules, lists, hazardous materials lists, incident reports, inventory lists, logs, maps and non-routine correspondence.

Mathematical Skills

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

- Ability to think clearly and react effectively in emergency situations.

- Ability to use reason and good judgment in dealing with uncertainty and when under pressure.

Physical and Mental Abilities Required to Perform Essential Position Functions

- Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as rescue tools, fire vehicles, breathing apparatus, ladders and hoses, ventilation fans, two-way radios, hazmat suit, water suit and hand tools.

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements.

- Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling and lifting, carrying, pushing, and pulling extrication equipment, charged fire hoses and other firefighting equipment with some weighing over 100 pounds. Ability to stand for prolonged periods while operating firefighting equipment and apparatus.

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and ingredients. Ability to locate fire using sound, move through smoke-filled areas by feel.

Environmental Adaptability

- Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, smoke, potential violence, noise, wetness, machinery, electrical currents, disease and/or dust can cause discomfort and where there is a risk of injury.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____