

Mission Township Job Description



Position: Captain 1 (Fire)	Department: Fire Department
Reports To: Fire Chief	Supervisory Role ☐ Yes ☒ No
Date Approved by Town Board: 7-14-2025	Status ☐ FT ☒ PT ☐ Seasonal

Minimum Qualifications:

1. Valid MN Driver's License.
2. Fire Officer I Certification.
3. Five (5) Years prior work experience as an active firefighter.
4. Current State of Minnesota Emergency Medical Responder Certification.
5. IS 100, 200, 700 and 800.

Desired Qualifications:

Essential Position Duties:

1. Logistics Officer.
2. Responsible for all fire equipment inventory.
3. Issues necessary fire equipment to new hires.
4. Oversee & assist Lieutenants as necessary.
5. Responsible for Fire/EMS/Safety training with other Captains & Lieutenants.
6. Oversee cleanliness & maintenance of fire hall.
7. Submits justifications/proposals for needed items in the fire hall & fire equipment.
8. Ensures assigned activities are carried out effectively, efficiently and according to SOP's & SOG's.
9. Complete, oversee and spot check truck checks.
10. Responsible for all Fire License tracking through MBFTE.
11. Coordinate pre-fire planning and other inspections of buildings and businesses within the townships, prepares maps and scale drawings for emergency incident pre-plans.
12. Respond to calls.
13. Direct and perform firefighting, rescue, and medical care duties.
14. Other duties as assigned.

Other Requirements:

This position description does not constitute an employment agreement between the town and the employee and is subject to change by the town. All employees must comply with applicable state and federal laws and regulations, as well as town and department policies.