

Mission Township Job Description



Position: Captain 2 (EMS)	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. Five (5) Years prior work experience as an active firefighter.
3. Current State of Minnesota Emergency Technician Certification.
4. IS 100, 200, 700 and 800.

Desired Qualifications:

Essential Position Duties:

1. Safety Officer.
2. Responsible for all EMS equipment inventory.
3. Issues necessary EMS equipment to new hires.
4. Enters run reports into Image Trend for approval.
5. Oversee & assist Lieutenants as necessary.
6. Responsible for Fire/EMS/Safety training with other Captains & Lieutenants.
7. Oversee maintenance of EMS equipment.
8. Submits justifications/proposals for needed EMS equipment.
9. Ensures assigned activities are carried out effectively, efficiently and according to SOP's & SOG's.
10. Complete, oversee and spot check truck checks.
11. Complete EMS equipment checks quarterly.
12. Responsible for all Fire License tracking through MBFTE.
13. Coordinate pre-fire planning and other inspections of buildings and businesses within the townships, prepares maps and scale drawings for emergency incident pre-plans.
14. Respond to calls.
15. Direct and perform firefighting, rescue, and medical care duties.
16. 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.