

Mission Township Job Description



Position: Captain 3 (Engineer/Driver)	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. Firefighter I & II 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. Perform/Coordinate all maintenance and repairs on apparatus and fire equipment in a timely manner.
2. Identify needs for major repairs.
3. Conduct training on apparatus and tools.
4. Keep a log of all maintenance/work completed on all apparatus and fire equipment, including truck check sheets.
5. Ensure cleanliness and functionality of all tools.
6. Enter run reports into Image Trend for approval.
7. Oversee and assist Lieutenants as necessary.
8. Responsible for Fire/EMS/Safety training with other Captains & Lieutenants.
9. Knowledge of all apparatus' inside and out.
10. Submit justifications/proposals as needed.
11. Know location of all hydrants in our coverage area and complete quarterly inspections.
12. Ensures assigned activities are carried out effectively, efficiently and according to SOP's & SOG's.
13. Complete, oversee and spot check all truck checks.
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.