



Town of Melbourne Beach



Fire Department

Job Title: Fire Captain (Shift Supervisor – Career)

Department: Fire Control

Employment Type: Full-Time (Permanent)

FLSA Status: Non-Exempt (56-hour work period)

Salary: \$56,000 annually (plus premium pay and holiday pay)

Reports To: Fire Chief

Closing Date: Open Until Filled

POSITION SUMMARY

The Fire Captain serves as the on-duty shift supervisor responsible for providing continuous emergency response coverage for the Town of Melbourne Beach Fire Department. This position functions as the sole career member on duty and is responsible for initiating emergency response, establishing incident command, and coordinating the activities of volunteer personnel.

This position performs advanced protective service work involving fire suppression, rescue operations, hazard mitigation, and the delivery of Basic Life Support (BLS) medical care. The Fire Captain must operate independently, exercising sound judgment and leadership in high-risk, low-staffing environments while ensuring compliance with all applicable local, state, and federal regulations. During hurricanes, natural disasters, or other declared emergencies, the employee shall be required to perform emergency response and support duties as directed to protect life, property, and the continuity of operations.

Additionally, the Fire Captain plays a critical leadership role in recruiting, training, mentoring, and supervising volunteer personnel, ensuring operational readiness of apparatus and equipment, and supporting the overall effectiveness, safety, and service delivery of the Department.

This position serves a small coastal municipality with a close-knit, small-town character, where community engagement and personalized service are central to the Department's mission. Beyond emergency response, the Fire Captain is expected to provide a high level of customer service through active participation in public education, community outreach, and non-emergency assistance. This role places a strong emphasis on building relationships, enhancing public trust, and delivering service well beyond that of a traditional fire service model found in larger urban departments.

WORK SCHEDULE

This position operates on a 56-hour workweek schedule designed to provide 24/7 coverage. Shift assignments, rotations, and work hours are determined by the Fire Chief or designee and may vary based on operational needs, emergency incidents, training requirements, and special assignments.

ESSENTIAL FUNCTIONS

The following duties are considered essential functions of the position in accordance with the Americans with Disabilities Act:

- Respond to emergency and non-emergency incidents as the initial arriving unit.
- Establish, maintain, and transfer Incident Command in accordance with NIMS/ICS protocols.
- Conduct scene size-up, hazard identification, and risk assessment.
- Implement fire suppression, rescue, EMS, and hazard mitigation operations within staffing limitations.
- Ensure compliance with applicable policy, procedures, and safety standards.
- Supervise, coordinate, and direct volunteer personnel during emergency operations.
- Integrate volunteer personnel into operations based on training and certification levels.
- Serve as the primary on-duty supervisor for volunteer firefighters.
- Plan, coordinate, and conduct training drills and exercises.
- Mentor, evaluate, and support volunteer firefighter development and retention.
- Maintain operational readiness of apparatus, equipment, and facilities.
- Conduct daily inspections and coordinate maintenance or repairs.
- Complete incident reports and administrative documentation accurately and timely.
- Assist with fire inspections, hydrant testing, pre-incident planning, and community risk reduction.
- Participate in public education and community outreach initiatives.
- Support departmental planning, reporting, and compliance efforts.
- Maintain station organization, cleanliness, and operational readiness.

This list is not intended to be all-inclusive. Employees may be required to perform additional duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of fire suppression, rescue, and EMS operations.
- Knowledge of ICS/NIMS and emergency scene management.
- Knowledge of applicable NFPA standards and OSHA regulations.
- Knowledge of volunteer fire service operations and dynamics.
- Skill in leadership, supervision, and decision-making under pressure.
- Skill in verbal and written communication.
- Proficiency in Microsoft Office (Word, Outlook, Excel).
- Ability to operate fire apparatus and equipment safely.
- Ability to train, mentor, and motivate personnel.
- Ability to work both independently with minimal supervision and as part of a team.
- Ability to maintain accurate records and prepare reports.
- Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

- Must be at least 21 years of age and legally authorized to work in the United States.
- High School Diploma or equivalent required (Associate's or Bachelor's degree preferred).
- Ability to read, write, and speak English effectively.
- Possess good moral character with no disqualifying criminal history.
- Successful completion of background investigation, physical examination, and drug screening.
- Valid Florida Driver's License.

Certifications Required:

- Florida Firefighter II Certification
- Florida EMT Certification
- BLS CPR Certification (AHA or Red Cross)

Certifications Required Within One (1) Year:

- Fire Officer I
- Fire Instructor I
- VFIS Emergency Vehicle Driver Training (EVDT)
- Florida Boating Safety Education ID Card
- ICS 100, 200, 300, 700, and 800

Experience:

- Minimum of seven (7) years of progressive fire service experience, including supervisory or acting officer roles.
- Demonstrated ability to work effectively with volunteer personnel.

Tobacco-Free Requirement:

In accordance with Town policy, applicants must not have used tobacco products for at least one (1) year prior to employment and must remain tobacco-free as a condition of employment.

PHYSICAL DEMANDS

This position requires the ability to perform essential functions in accordance with NFPA 1582 and applicable occupational standards, including:

- Performing strenuous firefighting and rescue activities.
- Lifting, carrying, and operating heavy equipment.
- Standing, walking, climbing, crawling, and working in confined spaces.
- Operating in extreme temperatures, smoke, and hazardous environments.
- Sustaining prolonged physical exertion under emergency conditions.

WORK ENVIRONMENT

Work is performed in fire station facilities and at emergency scenes. The employee routinely works alone during assigned shifts and responds as part of a coordinated team. The environment includes exposure to:

- Extreme weather conditions.
- Fire, smoke, hazardous materials, and toxic substances.
- Loud noise, electrical hazards, and unstable environments.
- Elevated surfaces, confined spaces, and low-visibility conditions.

SUPERVISORY RESPONSIBILITIES

Provides direct supervision and operational leadership to volunteer firefighters during emergency and non-emergency activities. Responsibilities include training oversight, performance evaluation, and incident command functions.

GUIDELINES AND SUPERVISION

Work is performed under the general direction of the Fire Chief or designee. The Fire Captain is expected to operate independently and exercise sound judgment. Performance is evaluated through observation, reports, and overall operational effectiveness.

COMPLEXITY AND SCOPE

This position involves complex emergency response, supervisory, training, and administrative duties. The Fire Captain must make critical decisions in dynamic, high-risk environments while managing limited staffing and coordinating volunteer resources.

The work directly impacts public safety, firefighter safety, and the effectiveness of emergency services within the Town.

SELECTION PROCESS

The selection process will begin with a panel interview. Candidates selected to advance will participate in a second interview with the Fire Chief, who will make the final hiring decision with approval from the Town Manager. Preference may be given to qualified internal candidates in good standing.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The Town reserves the right to modify this position as necessary.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Melbourne Beach is an Equal Opportunity Employer and complies with all applicable laws, including the Title VII of the Civil Rights Act and the Fair Labor Standards Act.
