



**DEPARTMENT OF HUMAN RESOURCES**  
**POSITION DESCRIPTION**

<b>CLASS TITLE:</b> <i>FIRE CAPTAIN</i>	<b>CLASS CODE:</b> <i>FR05</i>
<b>DEPARTMENT:</b> Fire & Rescue Services	<b>PAY GRADE:</b> 16
<b>REPORTS TO:</b> Fire Battalion Chief	<b>FLSA:</b> Non-Exempt
<b>SUPERVISES:</b> N/A	<b>REVISED:</b> 12/31/2018

**PURPOSE AND SCOPE:**

Under the limited supervision of the Fire Battalion Chief, performs responsible planning, directing and supervisory duties for an assigned Station or apparatus. Maintains readiness and performs advanced duties related to the delivery of emergency services, fire suppression, or other duties as required. Manages assigned apparatus. Performs daily maintenance and cleaning duties of the Fire Station and fire apparatus. Performs fire prevention, training activities, and community service activities as required. Responsible for supervision and training of assigned personnel and other personnel within the Fire Department. Performs command duties at an emergency scene until properly relieved by a superior officer.

This position is designated as **Essential** in the event JIPSD's Emergency Operation Plan is activated, and for all natural or manmade disasters.

**ESSENTIAL FUNCTIONS:**

% Time (Total of Essential Functions Must Equal 100%)

- 30% In accordance with established JIPSD processes, policies, and standard operating guidelines, supervises and evaluates the performance of assigned subordinates. Supervisory duties include training, instructing, planning/assigning work, reviewing work, maintaining standards, appreciating, coaching, counseling, and providing discipline. Coordinating all supervisory activities to ensure they are completed accurately and in a timely manner. Completes and submits standard and necessary documents/reports (in electronic or paper form) accurately and in a timely manner.
- 20% Responds to requests for service which may be either emergency or non-emergency. Provides emergency medical/first responder service. Assists in the suppression of fires and removes victims from burning structures and vehicles. Acts as the tactical commander of the assigned unit. Performs other duties as required or assigned through the Chain of Command.
- 20% Participates in regular formal and informal training, in an individual or group setting, as required. Conducts regular formal and informal training/drills for personnel assigned to the Fire Station, Battalion, or Fire Department, as required. Ensures that all subordinates are trained in JIPSD processes, policies, and standard operating guidelines.
- 20% Actively conducts inspections of commercial occupancies, preplans, records new streets, and makes maps of the service area.

10% Supervises the maintenance and inventory of firefighting apparatus and equipment.

100% = Total Essential Functions

### **MARGINAL DUTIES**

- Supervises and maintains cleanliness of Fire Stations, grounds, and training areas
- Cleans and maintains firefighting equipment. Maintains cleanliness of uniforms and issued personal protective equipment (PPE).
- May escort tour groups that visit the fire station or otherwise lead fire prevention activities at schools, churches, or other fire prevention functions;
- Monitors fire ground operations and assists the Incident Commander as needed.
- Performs other duties as required/assigned.

### **EQUIPMENT**

Machinery/equipment used to perform Fire Captain functions, i.e., emergency medical equipment, personal protective equipment (PPE), SCBA, firefighting hose, hose nozzles, smoke ejector, gas powered tools and fans, gas/diesel powered generators and tools, axes, pry bars, ladders of varying lengths, pike poles, shovels, chisels, crow bars, saws, hydrants, electronic monitoring equipment, handheld and mobile radios, emergency medical equipment. AED, extrication tools, firefighting apparatus, telephone, computers, printers, training materials, maps, and many other equipment or supplies necessary for emergency situations, logs forms, and other necessary paperwork that is related to the position.

### **WORKING CONDITIONS**

Working inside and outside in extreme/varying weather conditions. Subject to extreme heat or temperature sufficiently high to cause marked bodily discomfort. Subject to temperature changes-variations in temperature which accompany extreme heat and are sufficiently marked and abrupt to cause bodily reactions. Subject to wet and humid conditions, contact with water or other liquids and atmospheric conditions with moisture content sufficiently high to cause bodily discomfort. One or more of the following conditions may affect the respiratory system or the skin: FUMES, ODORS, DUSTS, MISTS, GASSES, OR POOR VENTILATION. Subject to high levels of noise and vibration either constant or intermittent. Subject to placement in mentally stressful situations such as working in confined spaces, storm sewers or working in high places, such as on ladders, driving a vehicle in heavy traffic or adverse weather conditions, insubordination.

### **PHYSICAL DEMANDS CATEGORY:**

**VERY HEAVY.** Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting over 100 lbs., frequent lifts over 50 lbs., constant lifts over 20 lbs., and a MET level over 7.5.

## **PHYSICAL JOB DEMANDS:**

***IMPORTANT: All JIPSD Fire Protection associates and candidates for JIPSD Fire Protection job offers must, on an annual basis, be able to successfully complete and pass JIPSD's Job-Related Physical Agility Test (JRPAT). All offers for JIPSD Fire Protection positions are contingent upon, (among other pre-employment requirements), the successful completion and passing of JIPSD's JRPAT.***

	<b>Not Required</b>	<b>Infrequent</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>
		<i>Not on Daily basis</i>	<i>0-33% of shift, 1-100 repetitions</i>	<i>33-66% of shift, 100-500 repetitions</i>	<i>67-100% of shift, 500+ repetitions</i>
<b>Standing</b>				X	
<b>Walking</b>				X	
<b>Lifting</b>			75 – 150#		
<b>Carrying</b>			75 – 150#		
<b>Push/Pull</b>		175#	75#		
<b>Climbing</b>			X		
<b>Balancing</b>			X		
<b>Bending</b>			X		
<b>Kneeling</b>			X		
<b>Crawling</b>			X		
<b>Reaching</b>			X		
<b>Handling</b>				X	
<b>Squatting</b>			X		
<b>Sitting</b>			X		

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to abide by JIPSD's Code of Conduct & Behavioral Standards.
- Ability to understand and carry out complex oral and written instructions.
- Ability to perform well under stressful situations.
- Ability to perform difficult tasks requiring strenuous physical exertion and to exert in excess of 100 # of force.
- Ability establish and maintain effective working relationships with colleagues, superiors, other JIPSD departments and associates, JIPSD Commissioners, and the public.
- Ability to work fire shifts, overtime, and acting duty, as assigned.
- Knowledge of basic techniques of fire suppression.
- Knowledge and use of self-contained breathing apparatus (SCBA) and personal protective equipment (PPE).
- Skilled in operation of firefighting, extrication, and fire prevention equipment.
- Knowledge of rescue and emergency medical techniques.
- Ability to effectively communicate by 2-way radio.
- Ability to successfully complete and maintain certification and training requirements for this job title.
- Knowledge of streets and geography of James Island.
- Knowledge of the Commercial and Industrial Occupancies on James Island
- Knowledge of basic inspection practices

- Ability to rescue a downed or trapped firefighter
- Ability to perform advanced firefighting techniques and support operations
- Ability to work independently and make critical decisions.
- Knowledge of supervisor methods, procedures and techniques.
- Ability to plan and direct the activities for oneself and those under your command

#### **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Must be at least 18 years of age;
- Associate's Degree in Fire Science or other related field, plus three (3) years career (or six (6) years volunteer) fire service experience, one career (or two (2) volunteer) years of which must have been at the Engineer or Apparatus operator level or higher.; OR High School Diploma or GED plus four (4) years career (or eight (8) years volunteer) fire service experience, one career (or two (2) volunteer) years of which must have been at the Engineer or Apparatus operator level or higher.
- Must possess a valid SC driver's license (or ability to obtain one prior to appointment);
- Must possess all the following NFPA certification requirements (must be IFSAC or Pro Board Certifications) prior to appointment to this job title:
  - **First Responder OR EMT/Basic Certification (Preferred);**
  - **CPR;**
  - **NFPA 472 HAZMAT Operations Level (Chapters 4 and 5);**
  - **NFPA 1001 Firefighter II Level (Chapters 4, 5, & 6) – Must be IFSAC or Pro Board Certification or ability to obtain PRIOR to employment**
  - **NFPA 1002 Driving/Operating Vehicles (Chapters 4, 5 & 6) – Must be IFSAC or Pro Board Certification or ability to obtain PRIOR to employment**
  - **NFPA 1006 Rope Rescue Level I (Chapter 6)**
  - **NFPA 1006 Vehicle & Machinery Rescue Level (Chapter 10)**
  - **NFPA 1021 Fire Officer I Level (Chapter 4) – Must be IFSAC or Pro Board Certification or ability to obtain PRIOR to employment**
  - **NFPA 1041 Fire Instructor Level I (Chapter 4) – Must be IFSAC or Pro Board Certification or ability to obtain PRIOR to employment**
  - **NFPA 1407 Rapid Intervention Crew/Team and Rescuing the Rescuer**
  - **NIMS 100, 200, 300, 700 and 800**

**All internal and/or external candidates for a vacancy in this job classification who have successfully moved to the testing phase of the selection process must take and achieve a passing score of 70% or greater on the written Fire Instructor Testing (FITS) program for Fire Captains and on the in-house practical exam for Fire Captains, as scheduled and administered by the JIPSD Fire Department, in order to successfully move forward to the next phase of the selection process. All candidates will be given access to materials required for successful completion of the exam(s).**

**Position incumbents must possess all of the following specific certifications and successfully complete all of the other specified requirements within eighteen (18) months of appointment to this position title. Failure to do so will result in termination of employment:**



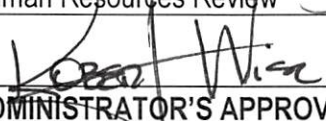
- EMT/Basic
- NIMS 400
- NFPA 1521 Incident Safety Officer (Chapter 6)

- Successful Completion of all JIPSD Fire Captain Position Manual Competencies.

**NOTES:**

The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. The indicated percentages of time are intended to be a meaningful representation but may vary. Job performance must conform to all JIPSD policies/procedures and applicable SOGs. All associates entering this position title on or after the revised date above will be required to possess the position requirements as specified on this document. This is not a contract of employment and should not be relied upon as such.

**MANAGEMENT REVIEW/APPROVAL SIGNATURES:**

 Department Head Review	<u>4/19/19</u> Date
 Human Resources Review	<u>3/12/2019</u> Date
 ADMINISTRATOR'S APPROVAL	<u>4/11/19</u> DATE

I certify that I have received a copy of this Position Description:

\_\_\_\_\_  
Associate's Name – Please Print Legibly

\_\_\_\_\_  
Associate's Signature

\_\_\_\_\_  
Date

*James Island Public Service District is an Equal Opportunity Employer and Provider, an At-Will Employer, and a Drug-Free Workplace.  
We Participate in E-Verify.*