



**JAMES ISLAND PUBLIC SERVICE DISTRICT  
DEPARTMENT OF HUMAN RESOURCES**

**POSITION DESCRIPTION**

|   |                            |
|---|----------------------------|
| <b>CLASS TITLE: FIRE CAPTAIN</b>                | <b>CLASS CODE: FR05</b>    |
| <b>DEPARTMENT: Fire</b>                         | <b>PAY GRADE: 09 H</b>     |
| <b>REPORTS TO: Battalion Chief</b>              | <b>FLSA: Non-Exempt</b>    |
| <b>SUPERVISES: Firefighters, Fire Engineers</b> | <b>REVISED: 09/08/2015</b> |

**PURPOSE AND SCOPE:**

Under the limited supervision of the 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 training of assigned personnel and other personnel within the Fire Department. and performs command duties at an emergency scene until properly relieved by a superior officer.

This position is required to report for duty and staff the designated post for all natural or manmade disasters.

**ESSENTIAL FUNCTIONS:**

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

- 20% Directs and supervises the activities of personnel at the assigned station or assigned apparatus; supervises the maintenance and inventory of firefighting equipment and vehicles. Responds to emergency calls as required and acts as the tactical commander of the assigned unit.
- 15% Assists in the suppression of fires and the deliverance of emergency services both within the James Island Public Service District and neighboring communities as required; may perform other emergency duties under the direction of the Battalion Chief.
- 15% Complies with mandatory departmental training as required; participates in and conducts regular formal and informal training sessions and drills.
- 10% Ensures that subordinates are trained in Fire Department SOGs and practices, as well as in District policies.
- 10% Actively conducts inspections of commercial occupancies, preplans, records new streets, and makes maps of service area.

10% In accordance with District and other applicable policies and SOGs, administers HR and payroll-related matters for assigned subordinates, to include: conducting timely performance evaluations, and recommending and/or implementing approved disciplinary actions (after first conferring with the Battalion Chief); completing and submitting time sheets, leave slips, and other HR and payroll-related documents.

10% Completes all other necessary reports and files them properly.

10% Exhibits leadership to all Fire Department and District staff. Maintains excellent staff relationships with all Fire Department and District staff.

100% = Total Essential Functions

### **MARGINAL FUNCTIONS:**

- 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.
- 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.

### **EQUIPMENT:**

Machinery/equipment used to perform Captain functions, i.e., emergency medical equipment, personal protective equipment, 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, 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. Subject to atmospheric conditions- one or more of the following conditions may affect the respiratory system or the skin. FUMES, ODORS, DUSTS, MISTS, GASES, or POOR VENTILATION. Subject to high levels of noise and vibration either constant or intermittent. Subject to placement in mentally stressful situations, such as insubordination. Working in confined spaces, such as storm sewers or working in high places, such as ladders.

## **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 employees 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 (JoRPAT). All offers for JIPSD Fire Protection positions are contingent upon, (among other pre-employment requirements), the successful completion and passing of JIPSD's JoRPAT.

|           | Not Required | Infrequent                | Occasional                               | Frequent                                    | Constant                                  |
|-----------|--------------|---------------------------|--|---|---|
|           |              | <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> |
| Standing  |              |                           |  | X   |   |
| Walking   |              |                           |  | X   |   |
| Lifting   |              |                           | 75 – 150#                                |   |   |
| Carrying  |              |                           | 75 – 150#                                |   |   |
| Push/Pull |              | 175#                      | 75#                                      |   |   |
| Climbing  |              |                           | X  |   |   |
| Balancing |              |                           | X  |   |   |
| Bending   |              |                           | X  |   |   |
| Kneeling  |              |                           | X  |   |   |
| Crawling  |              |                           | X  |   |   |
| Reaching  |              |                           | X  |   |   |
| Handling  |              |                           |  | X   |   |
| Squatting |              |                           | X  |   |   |
| Sitting   |              |                           | X  |   |   |

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

- Ability to 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 pounds of force.
- Establish effective working relationships with colleagues, supervisors, instructors, and the general public.
- Ability to work on a shift basis.
- Knowledge of basic and advanced techniques of fire suppression.
- Knowledge of rescue and emergency medical techniques.
- Knowledge and use of self contained breathing apparatus and personal protective equipment
- Skilled in operation of firefighting, extrication, and fire prevention equipment.
- Ability to effectively communicate by 2-way radio
- Knowledge of the streets and geography of James Island

- Knowledge of the Commercial and Industrial Occupancies on James Island
- Have basic knowledge of building construction
- 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 supervisory 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; OR High School Diploma or GED plus four (4) years career (or eight (8) years volunteer) fire service experience, one (1) career (or two (2) volunteer) year(s) of which must have been at the Engineer or Apparatus Operator level or higher.
- Must possess a valid SC Class E driver's license (or ability to obtain one prior to appointment);
- Must possess all of the following NFPA certification requirements (SCFA or out-of-state equivalents) prior to appointment to Fire Captain position:
  - **First Responder OR EMT/Basic**
  - **CPR**
  - **NFPA 472 HAZMAT Operations Level (Chapters 4 and 5)**
  - **NFPA 1001 Firefighter II Level (Chapters 4, 5, and 6)**
  - **NFPA 1002 Driving/Operating Vehicles (Chapter 4, 5, and 6)**
  - **NFPA 1006 Vehicle and Machinery Rescue Level (Chapter 10)**
  - **NFPA 1006 Rope Rescue Level I (Chapter 6)**
  - **NFPA 1021 Fire Officer I Level (Chapter 4)**
  - **NFPA 1041 Fire Instructor Level I (Chapter 4)**
  - **NFPA 1407 Rapid Intervention Crew/Team and Rescuing the Rescuer**
  - **NFPA 1561 Incident Management Systems**
  - **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 exam using the Fire Instructor Testing**

Software (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 in the selection process. All candidates will be given access to materials required for successful completion of the exam(s).

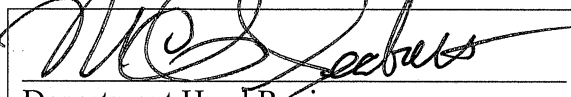
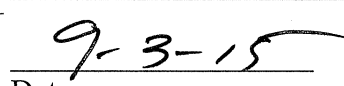

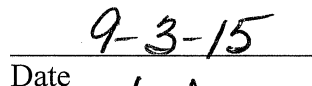

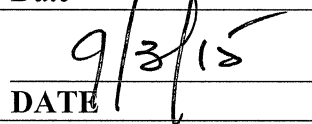
Position incumbents must possess all of the following specific certifications and successfully complete all of the other specified requirements within eighteen (18) months of appointment to Fire Captain position. Failure to do so will result in termination of employment:

- 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.
- All employees entering into this position title on or after the above Revised Date will be required to possess the position requirements as specified on this document.
- Job performance must conform to all District policies/procedures and Fire Department SOG's.
- This is not a contract of employment and should not be relied upon as such.

**MANAGEMENT REVIEW/APPROVAL SIGNATURES:**

|  |  |
|--|--|
| <br>Department Head Review      | <br>Date |
| <br>Human Resources Review       | <br>Date |
| <br>DISTRICT MANAGER'S APPROVAL | <br>DATE |

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

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

\_\_\_\_\_  
Employee'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.*