



## City of North Charleston

### Vacancy Notice

**Position:** Fire Captain/ EMT Hazardous Material Coordinator

**Department:** Fire

**Pay Grade:** 117 (\$66,930 - \$100,395)

#### GENERAL STATEMENT OF POSITION

Under limited supervision, plans, implements, and coordinates hazmat training and coordination for the City Fire Department. Responsible for scheduling and conducting hazmat training and drills department wide. Coordinates and facilitates hazmat training with businesses in the community and government agencies in the Charleston area. Coordinates the department participation on the LEPC and SFRC. Provides technical expertise in hazardous materials at emergency scenes and in training drills. Develops training programs policies and procedures for hazardous materials for the Department. \*Full Job description attached.

#### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires an Associates' degree in Fire Training, EMT or related field; supplemented by 5 to 6 years of experience in firefighting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. EMT certification preferred.

Posted: 12/04/2023

Deadline: Until Filled

Finisha I Bennett, SHRM-SCP, MA, MJ  
Deputy Director – Human Resources

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>FIRE CAPTAIN / EMT HAZARDOUS MATERIAL COORDINATOR</b>	<b>Job Code:</b>	472
<b>Core Comp Group</b>	<b>FIRE</b>	<b>FLSA:</b>	<b>NON-EXEMPT</b>
<b>Pay Grade:</b>	<b>117</b>		
<b>Effective Date</b>	<b>01/13/2022</b>	<b>Revision A: Risk</b>	<b>M. COLE 01/13/2022</b>
<b>Revision B:</b>	<b>08/21/2020</b>	<b>Revision C:</b>	
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>			
<b>Dept.</b>	<b>Fire</b>	<b>Dept. #</b>	<b>530</b>
<b>Location:</b>		<b>EM Status:</b>	
<b>Reports To:</b>	<b>Assistant Chief</b>		

### **Summary Objective**

Under limited supervision, plans, implements, and coordinates hazmat training and coordination for the City Fire Department. Responsible for scheduling and conducting hazmat training and drills department wide. Coordinates and facilitates hazmat training with businesses in the community and government agencies in the Charleston area. Coordinates the department participation on the LEPC and SFRC. Provides technical expertise in hazardous materials at emergency scenes and in training drills. Develops training programs policies and procedures for hazardous materials for the Department.

### **Essential Functions**

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Develops the hazmat technician training program for the Fire Department.
- Coordinates and schedules hazmat technician training; maintains documentation and implementation of training program activities. Assesses current emergency response capabilities and develops procedures to address them.
- Tracks operations level training and provides related reports.
- Acts as Department liaison to chemical businesses in the City.
- Develops and conduct hazmat drills with outside agencies.
- Facilitates planning and walk through of chemical facilities.
- Represents the City Fire Department at Charleston County LEPC and at state level hazmat groups.
- Responds to hazardous materials emergencies to provide technical expertise. Oversees hazmat cleanup activities.
- Responds to Charleston County Emergency Operations Center during disasters.
- Conducts operational readiness evaluations for hazmat procedures in the Department; oversees calibration and testing procedures for equipment.
- Provides guidance to City Fire Department Inspections Division on hazmat.
- Identify gaps in equipment and training and makes recommendations to get proper repairs and corrections.
- Evaluates and oversees mitigation of hazmat releases.
- Reviews risk management plans for businesses.
- Acts as technological expert for hazmat to the City Fire Department and City Police Department. Has knowledge in chemistry, biology and toxicology.
- Coordinates hazmat response with local, state and federal agencies. Ensures compliance with OSHA regulations.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

FIRE CAPT/EMT HAZARDOUS MATERIAL COORDINATOR

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- Develops budget requirements; helps prepare grant applications.
- Attends training meetings to maintain proficiency and expertise in areas of responsibility.
- Receives and reviews various reports related to hazardous materials. Stays abreast of current literature related to new products. Reviews OSHA regulations, NFPA Standards, Tier II reports and SOPS.
- Prepares chemical inventories, hazards analysis, training records, calibration records, facility plans, etc.
- Refers to emergency preparedness plans, hazmat resource books, NFPA, EPA regulations, OSHA regulations, etc.
- Uses a computer and various software to include: Cameo, Aloha, Microsoft Word, Microsoft Excel, Wisner, etc.
- Uses various meters, smart phone, weather station information, etc. Uses various equipment for vehicle extrication, confined space rescue, trench operations, natural gas leaks, etc.
- Operates and maintains an assortment of equipment and hand tools used in fire service such as air monitoring equipment, suit testing, sparks proof tools, specialized hazmat equipment, decontamination system, etc.
- Performs a variety of administrative duties associated with preparing drill schedules, reviewing work, establishing performance standards, providing direction and guidance, training, and evaluating performance.
- Conducts public education programs, station tours, chemical business visits, etc.
- Interacts with various groups such as businesses, agencies, city employees, police department employees, fire department employees and the general public.
- Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, etc.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

#### **Knowledge, Skills and Abilities**

- Knowledge of the methods, procedures and policies of the City as they pertain to the performance of duties of the Hazardous Materials Coordinator in the Fire Department.
- Knowledge of the functions and interrelationships of City and other governmental agencies.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Ability to make sound, educated decisions.
- Knowledge of the layout of the City, transportation routes, emergency electrical, gas and water availabilities.
- Knowledge of health services and hospital availabilities.
- Knowledgeable of all City communication systems, law enforcement schedules for emergencies, etc.
- Knowledgeable of FEMA and other federal and state laws related to safety and hazardous materials.
- Ability to develop emergency contingency plans and disseminate plans to appropriate individuals.
- Ability to plan and implement programs, policies and procedures to minimize loss to the City and to promote the well-being of employees and citizens.
- Knowledge of the occupational hazards and safety precautions of the various personnel positions and functions of City departments.
- Knowledge of administrative principles involved in developing, directing and supervising various programs and related activities.
- Ability to plan and organize drills necessary for the City.
- Ability to offer instruction and advice to co-workers regarding safety policies, methods and regulations.
- Ability to offer training and assistance to co-workers and employees of other departments as required.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.

- Knowledge of modern office practices and technology; has skill in the use of computers for word and data processing.
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.
- Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.
- Knowledge of the terminologies used within the department.
- Ability to make public presentations.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

#### **Minimum Education and Experience Requirements**

Requires an Associates' degree in Fire Training, EMT or related field; supplemented by 5 to 6 years of experience in firefighting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. EMT certification preferred.

#### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Tasks involve the ability to exert physical effort in daily work which may involve some lifting, carrying, pushing and/or pulling of objects and materials of weights of 40-50 pounds. Tasks may involve extended periods of time outdoors or at workstation. Work may involve walking and standing for extended periods of time. Must be able to stoop, reach, kneel, crawl, climb, crouch and bend. May be required to lift weights up to 150 pounds infrequently.

#### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Hazards encountered include the potential for:

- Burns, dehydration, and other effects of heat, smoke inhalation, heavy protective clothing, falling materials, or explosions.
- Exposure to toxic materials and chemical, biological, radiological, nuclear, and explosive agents.
- Physical injury and sensory damage from firefighting activities and noise levels.
- Dealing with victims in varying stages of fright, panic, and injury.
- Operating or riding on various vehicles and/or equipment under adverse conditions or flying in aircraft to reach crash sites or fires in outlying areas.

#### **Special Certifications and Licenses**

- Valid South Carolina Driver's License

- Paramedic Certification
- Any other certification required by the department

**Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.