



## City of North Charleston

### Vacancy Notice

**Position:** Fire Captain Training Coordinator

**Department:** Fire

**Pay Grade:** 116 (\$63,844 – \$95,766)

#### GENERAL STATEMENT OF POSITION

Under limited supervision, plans, coordinates and implements an effective fire service training program to help ensure the life safety of all fire personnel on the fireground and to meet OSHA, NFPA and other agency training requirements. Performs related work as required. *\*Full Job Description Attached.*

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

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in fire science or a closely related field, supplemented by four to five years of progressive experience and training in fire service programs. Must complete required coursework and maintain Interior Structural Firefighter, Fire Instructor and other certifications as issued by the S.C. Fire Academy.

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 TRAINING COORDINATOR</b>	<b>Job Code:</b>	474
<b>Core Comp Group</b>	<b>OTHER PUBLIC SAFETY OFFICERS</b>	<b>FLSA:</b>	<b>NON-EXEMPT</b>
<b>Pay Grade:</b>	116		
<b>Effective Date</b>	02/09/2022	<b>Revision A: Risk</b>	M. COLE 02/09/2022
<b>Revision B:</b>		<b>Revision C:</b>	
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>			
<b>Dept.</b>	Fire	<b>Dept. #</b>	530
<b>Location:</b>	Fire	<b>EM Status:</b>	
<b>Reports To:</b>	Assistant Fire Chief		

**Summary Objective**

Under limited supervision, plans, coordinates and implements an effective fire service training program to help ensure the life safety of all fire personnel on the fireground and to meet OSHA, NFPA and other agency training requirements. Performs related work as required.

**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.

- Plans, coordinates and implements an effective fire service training program for the Fire Department.
- Assists in the planning, development and implementation of department rules and regulations, operational policies, and standard operating guidelines.
- Plans, develops, schedules and conducts training programs such as basic training for recruits, in-service training, and specialized training.
- Develops lesson plans, manuals and study guides; secures and supervises the use of training aids.
- Assists in administering practical skills exams for promotional purposes, and in developing promotion procedures.
- Remains on call to respond to major emergencies within City limits and within the County when requested by proper authorities; fills the role of Battalion Chiefs when needed to respond to emergencies scenes, determines the need for additional personnel and equipment at emergency scenes. Implements the Incident Command System directs fire suppression activities, maritime firefighting and hazardous materials response.
- Assists with special programs, such as search and rescue operations, fire investigations, fire pre-planning, hydrant maintenance, employee fitness and wellness, terrorism task force, etc.
- Participates in fire prevention and fire safety education activities.
- Coordinates training provided by outside individuals and agencies.
- Assists in the development of minimum standards of training and standard operating procedures.
- Prepares and maintains records and reports related to training.
- Participates in department public education and relations efforts.
- Attends training, conferences, seminars, meetings, etc., to remain knowledgeable of modern fire suppression and fire officer training program administration.
- Coordinates and/or participates in special projects as assigned.
- Receives and reviews various documents, including training materials, employee testing results, etc.

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 CAPTAIN TRAINING COORDINATOR

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- Prepares and/or processes training materials, training reports, certifications, and various other records, reports, memos, correspondence, etc.
- Refers to policies and procedure manuals, codes/ordinances/laws/regulations, equipment manuals, computer manuals, specifications, training manuals, safety manuals, etc.
- Operates a vehicle and a variety of office equipment, including a computer, printer, typewriter, adding machine, copier, fax, telephone, two-way radio, audio-visual equipment, cameras, etc.
- Operates a variety of emergency response equipment and tools as required on emergency scenes.
- Uses clerical and computer supplies, protective gear.
- Interacts and communicates with various groups and individuals such as the Fire Chief, Deputy Fire Chief, co-workers, subordinates, other City employees, fire and emergency response personnel of other jurisdictions, S.C. Fire Academy personnel, civic and community organizations, business/property owners, medical/hospital personnel, sales representatives, and the general public.
- Performs general administrative work, including but not limited to attending and conducting meetings, reviewing correspondence and trade journals, preparing reports and correspondence, copying and filing documents, 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 Fire Department as they pertain to the performance of duties of the Chief Safety Officer. Understands the role of the position in relation to entire City operations.
- 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.
- Knowledge in the areas of fire science, fire prevention, occupational health and safety, etc.
- Knowledgeable of training methods; is able to develop effective training programs for recruits and existing employees; has the ability to instruct others through explanation, demonstration and supervised practice; is able to develop and implement efficient testing procedures.
- Knowledge of applicable occupational hazards and safety precautions.
- Knowledge of the characteristics of a wide variety of hazardous materials and the proper procedures for managing a hazardous materials incident as mandated by OSHA.
- Knowledge of bloodborne / airborne pathogens and infection control; has considerable knowledge of risk management and safety procedures.
- Knowledgeable of training methods and has the ability to instruct others through explanation, demonstration and supervised practice.
- Ability to function effectively within all sectors of the incident command system.
- Ability to act calmly and make sound decisions under varying degrees of stress and uncertainty.
- Ability to command large-scale emergency operations.
- Ability and knowledge to determine and ensure safety on firegrounds.
- Ability to utilize various pieces of firefighting equipment and tools in a safe and efficient manner.
- Knowledgeable of the various hand signals and fire radio terminology used on the fireground.
- Ability to communicate effectively, tactfully and persuasively with members of the public in difficult situations which may arise.
- Knows how to develop and administer daily operations and procedures for the department.
- Ability to supervise and evaluate the work of others.
- Ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations.
- Ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, making quick decisions, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future City needs and resolving problems.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- 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 terminology and various professional languages used within the department.
- Ability to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.
- Ability to make public presentations.
- Ability to handle required mathematical calculations.
- Knowledge of modern office practices and technology.
- Knowledge of the use of computers for word processing and records management.
- Ability to perform duties under adverse environmental conditions such as no / low vision due to smoke, hazardous atmospheres which require the use of breathing apparatus, working in confined spaces or at heights, extreme heat from fire, and hot/cold outdoor temperatures, odors, toxic agents, wetness, noise, humidity and disease.
- 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 high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in fire science or a closely related field, supplemented by four to five years of progressive experience and training in fire service programs. Must complete required coursework and maintain Interior Structural Firefighter, Fire Instructor and other certifications as issued by the S.C. Fire Academy.

### **Physical Demands**

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

Must be physically able to operate a variety of machines and equipment including vehicles, firefighting equipment, computer, basic office equipment, telephone/radio, audio-visual equipment, etc. Must be able to exert moderate force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, withstand uncomfortable and/or dangerous physical conditions at fire scenes, and perform manual tasks. Must be able to pass annual Department physical examination.

### **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
- Maintain Interior Structural Firefighter certification
- Fire Instructor certification
- Other certifications as issued by the S.C. Fire Academy
- 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.