



## **CITY OF NORTH CHARLESTON**

### **VACANCY NOTICE**

**Position:** Hazardous Materials Coordinator (Administrative Captain)

**Department:** FIRE

**Pay:** Grade – 116 (\$55,916 - \$83,874)

#### **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 LFPC 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. Holds the rank of Administrative Captain. Reports to the Assistant Chief of Training.

#### **Essential Functions**

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 conducts hazmat drills with outside agencies. Facilitates planning and walk through of chemical facilities. Represents the City Fire Department at Charleston County LFPC and 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. 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 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, Wiser, 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. 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 and procedures and policies of the City as they pertain to the performance of duties for the position. Considerable 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. Thorough knowledge of the layout of the City, transportation routes, emergency electrical, gas and water availabilities. Knowledge of health services and hospital availabilities. Ability to become familiar with all City communication systems, law enforcement schedules for emergencies, etc. Knowledge 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

Employment applications can be mailed to the City of North Charleston, P.O. Box 190016, North Charleston, SC 29419-9016, or completed at North Charleston Human Resource Department, 2500 City Hall Lane, North Charleston, SC 29419-9016.

occupational hazards and safety precautions of the various personnel positions and functions of City departments. Knowledge to serve as the fire department subject matter expert concerning hazardous material incidents. Knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to plan and organize drills necessary for the City. Has the ability to offer instruction and advice to co-workers regarding safety policies, methods and regulations. Demonstrates ability to complete assignments and is personally accountable in area of responsibility for all equipment, computers, City vehicles and property; can be relied upon to complete work assignments efficiently and be accountable. Ability to have excellent communicate skills, both verbally and written. Ability to provide excellent customer service to all internal and external customers. Ability to grasp issues, solve problems and make sound decisions and judgements in routine and non-routine work assignments by recognizing and anticipating problems or obstacles. Ability to behave consistently regarding the department's expectations for ethical conduct in accordance with the mission statement and vision. Ability to work cooperatively and effectively with customers, co-workers and the public and establish positive working relationships.

**MINIMUM TRAINING AND EXPERIENCE & SPECIAL CERTIFICATIONS AND LICENSES**

Requires an Associate's 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. Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work. Valid South Carolina Driver's License, EMT Certification (preferred), Hazardous Materials Technician, Hazardous Materials Specialist (preferred).

Internal candidates should send an e-mail to Chief Joseph Munn at [jmunn@northcharleston.org](mailto:jmunn@northcharleston.org) in the fire Department.

POSTED: August 15, 2019  
DEADLINE: [Until Filled](#)



Christine A. Ruth, IPMA-SCP, SHRM-SCP, PHR (Director – Human Resources)

# City of North Charleston

South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>HAZARDOUS MATERIALS COORDINATOR (ADMINISTRATIVE CAPTAIN)</b>		<b>Job Code:</b>	523
<b>Core Comp Group</b>	Fire	<b>FLSA:</b>	Non-Exempt	
<b>Pay Grade:</b>	116			
<b>Effective Date</b>	August 7, 2019	<b>Revision A: Risk</b>	M. Cole – 08/7/2019	
<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>	City Hall Building	<b>EM Status:</b>		
<b>Reports To:</b>	Assistant Chief of Training			

**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 LFPC 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. Holds the rank of Administrative Captain. Reports to the Assistant Chief of Training.

**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 conducts hazmat drills with outside agencies.
- Facilitates planning and walk through of chemical facilities.
- Represents the City Fire Department at Charleston County LFPC and 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.

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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 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, Wiser, 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.
- 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 and procedures and policies of the City as they pertain to the performance of duties for the position.
- Considerable 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.
- Thorough knowledge of the layout of the City, transportation routes, emergency electrical, gas and water availabilities.
- Knowledge of health services and hospital availabilities.
- Ability to become familiar with all City communication systems, law enforcement schedules for emergencies, etc.
- Knowledge 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 to serve as the fire department subject matter expert concerning hazardous material incidents.
- Knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to plan and organize drills necessary for the City. Has the ability to offer instruction and advice to co-workers regarding safety policies, methods and regulations.
- Demonstrates ability to complete assignments and is personally accountable in area of responsibility for all equipment, computers, City vehicles and property; can be relied upon to complete work assignments efficiently and be accountable.
- Ability to have excellent communicate skills, both verbally and written.
- Ability to provide excellent customer service to all internal and external customers.
- Ability to grasp issues, solve problems and make sound decisions and judgements in routine and non-routine work assignments by recognizing and anticipating problems or obstacles.
- Ability to behave consistently regarding the department's expectations for ethical conduct in accordance with the mission statement and vision.

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- Ability to work cooperatively and effectively with customers, co-workers and the public and establish positive working relationships.

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

- Requires an Associate's 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.
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

### **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.

Manual dexterity to enable the employee to operate a personal computer and related equipment using repetitive motion and/or substantial movements of the wrists, hands, and fingers. Normal visual acuity and filed vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception required.

### **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.*

- Bright/dim light; Dusts and pollen.
- Extreme heat and/or cold; wet or humid conditions.
- Extreme noise levels.

### **Special Certifications and Licenses**

- Valid South Carolina Driver's License
- EMT Certification (preferred)
- Hazardous Materials Technician
- Hazardous Materials Specialist (preferred)

### **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. 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.

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.

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