



<b>Job Title:</b>	<b>Fire Shift Captain</b>	<b>Department/Loc:</b>	<b>Fire Department</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>	<b>Date Drafted:</b>	<b>October 15, 2021</b>
<b>Reports To:</b>	<b>Battalion Chief</b>		

**Position Summary**

Under the general supervision of the Battalion Chief, performs general fire duties in the protection of life and property through the enforcement of laws and ordinances. Duties include, but are not limited to, fire suppression, incident investigation, traffic regulation, fire prevention and related public safety activities. Utilizes incident command and accountability system to establish command and develop an incident action plan; sets up apparatus and scene operations. Supervises other team members during emergency operations activities until relieved by a chief officer. Duties are diverse and discretionary and require judgment in the broad application of policies and procedures. Works under stressful, high risk conditions. Reports to the Battalion Chief and/or Assistant Fire Chief.

**Position Responsibilities - Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

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

- Provides leadership to subordinates in the Fire Department and assists in ensuring division compliance with all applicable laws, regulations, policies, procedures and standards of quality and safety.
- Works on rotating shifts, performs and responds to fire emergencies including vehicles, wooded areas, structures and miscellaneous fires; operates fire apparatus, pump and auxiliary equipment; participates in fire suppression activities including search and rescue, fire attack, ventilation, exposure protection and property salvage; obtains proper pressures on various fire attack hose lines; lays and connects hoses, holds nozzles and directs fog, chemical and water streams, raises and climbs ladders and uses chemical extinguishers, bars, hooks, lines and related equipment; participates in clean up and salvation operations.
- Performs emergency aid activities including administering first aid and providing other assistance as required.
- Responds to emergency radio calls including fire calls/alarms, vehicular accidents, hazardous material incidents; takes appropriate public safety action.
- Prepares and maintains a variety of reports and records including, but not limited to, fire incident reports, officer's daily log, station maintenance reports, equipment usage reports, etc.
- Ventilates smoke-filled areas and salvages the contents of buildings; may assist in the recovery from natural disasters.
- Performs informal inspections of buildings to ensure fire codes are in compliance; recommends safety improvements.
- Acts as liaison between Fire Department and other City departments regarding special needs.
- Gathers information and maintains files to support preparation of routine and special reports documenting fire related activities and events; coordinates downloading of fire report data.
- Assists in fire prevention programs; conducts lectures or demonstrations on fire safety issues to the local community; promotes public safety cooperation and awareness with school and civic groups; establishes positive community relations.

- Reviews fire science literature to keep abreast of technological developments and changing administrative practices and policies; participates in fire training programs.
- Coordinates activities with other department employees or other city departments as needed, exchanges information with employees in other fire service agencies and obtains advice from supervisors or command personnel regarding policies and procedures as needed and assigned.
- Maintains contact with supervisory personnel to coordinate activities, provide mutual assistance during emergency situations and provides general information about department activities.
- Follows established and communicated safety rules and procedures and utilizes appropriate safety and personal protective equipment.
- Operates various types of office equipment, machinery and tools in the performance of duties such as computers, printers, calculators, radio equipment, telephones, tape recorders, fax machines, copiers.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department and the community.

### **Position Responsibilities - Non-Essential/Other**

- Performs general building maintenance as necessary.
- Performs general administrative work as required, including, but not limited to, attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, answering the telephone, copying and filing documents, sending and receiving faxes, etc.
- Performs other related duties and other duties as assigned.

### **Essential Skills and Experience**

- Required to be working toward an Associate's degree supplemented by three or more years of experience in fire suppression, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must have successfully completed required fire service courses and possess required certification(s). Must have completed required courses of study at the Fire Academy, or any other approved facility, and possess required certification(s). Must keep current required certifications.
- A high level of interpersonal skills necessary in order to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction.
- Analytical abilities necessary to make sound, logical decisions quickly and sound judgment is required to act in best interest of citizens and jurisdiction. Analytical ability to plan work schedules and evaluate work performances.

#### Licenses and certifications

- Valid South Carolina Driver's License Class E or higher
- Must have completed NFPA Fire Fighter I & II
- Aerial Operations
- Pump Operations
- Must have completed Haz-Mat Technician certification
- Must have completed Fire Officer I
- Must have completed and obtained National Registry EMR certification
- National Registry EMT is preferred
- Management, supervisory, techniques training desirable

**Mental & Physical Demands - ADA Guidelines**

**Physical Demands**

- |                 |            |                        |            |
|-----------------|------------|------------------------|------------|
| • Sit           | Frequently | • Reach Above Shoulder | Frequently |
| • Walk          | Frequently | • Climb                | Frequently |
| • Stand         | Frequently | • Crawl                | Frequently |
| • Handling      | Frequently | • Squat or Kneel       | Frequently |
| • Reach Outward | Frequently | • Bend                 | Frequently |

**Lifting Requirements**

- |                     |            |                 |              |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds      | Frequently | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Frequently |                 |              |

**Pushing and Pulling Requirements**

- |                     |            |                     |              |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds  | Frequently   |
| • 13 to 25 pounds   | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Frequently |                     |              |

**Definitions**

- |              |                |   |
|--------------|----------------|---|
| • <i>N/A</i> | Not Applicable | Activity is not applicable to this occupation                                     |
| • <i>O</i>   | Occasionally   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| • <i>F</i>   | Frequently     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <i>C</i>   | Constantly     | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)        |

**ENVIRONMENTAL HAZARDS:**

The job may risk exposure to bright/dim light, dusts and pollens, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, radiation, disease/pathogens, toxic/caustic chemicals and explosives. The job may risk exposure to some unknown environmental hazards, as well.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate*

---

Print Employee Name	Employee Signature	Date Signed
---------------------	--------------------	-------------

---

Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
-------------------------------	------------------------------	-------------