



JOB DESCRIPTION

Chester County Job Opening Announcement

Position: Captain
Department: Emergency Services
Pay: \$58,000.00 annually
Reports To: Emergency Services Director
Date Posted: 03/13/2024
Closing: Open until filled.

How to apply:

- 1.) Online – go to [Employment Application Form](#) and choose Captain to apply.
- Be sure to complete a new application for every job you are interested in.
- 2.) Hard copy submission – Submit resume/application to:
Chester County Government, Attn. Human Resources
Dept., P.O. Drawer 580, Chester, SC 29706

Chester County Government is an Equal Opportunity Employer. (EOE)



JOB DESCRIPTION

JOB TITLE:	Captain (40 hour)	FLSA: Non-exempt Full Time
DEPARTMENT:	Emergency Services	DATE: 03/05/2024
REPORTS TO:	Emergency Services Director	PAY GRADE:

POSITION SUMMARY:

Supervises, directs, and evaluates assigned staff; develops and oversees employee work schedules to ensure adequate coverage; compiles and reviews timesheets; approves and processes employee concerns and problems; assists with or completes employee performance appraisals; trains staff in operations, policies, and procedures.

Under general supervision, performs fire suppression, fire prevention, emergency rescue, and basic medical duties to protect life and property. Utilizes various tools and power equipment in rescue operations and maintains county fire equipment, vehicles, and apparatus.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Supervises the emergency and non-emergency activities of assigned personnel.
- Supervises, directs, and evaluates assigned staff; develops and oversees employee work schedules to ensure adequate coverage; compiles and reviews timesheets; approves and processes employee concerns and problems; assists with or completes employee performance appraisals; trains staff in operations, policies, and procedures.
- Inspects station facilities, grounds, tools, and equipment; directs general maintenance activities; ensures station equipment and personnel are in a state of readiness.
- Performs incident command functions at fire and emergency scenes and assesses conditions and determines strategy and techniques.
- Operates fire apparatus and other equipment and vehicles in response to emergency incidents.
- Ensures compliance with relevant codes, laws, rules, regulations, standards, policies, and procedures.
- Conducts and participates in drills; reviews drill and identifies training and other needs.
- Reviews incident and accident reports and investigates as needed.
- Reviews reports completed by subordinate personnel for accuracy and completeness.
- Completes a variety of regular and special reports.
- Assists in the development and administration of assigned budgets.
- Ensures the station is properly equipped with equipment and supplies; monitors inventories and coordinates purchase as needed.
- Supervises periodic fire prevention inspections of commercial and residential buildings; performs primary fire investigations; performs pre-planning activities.
- Performs related duties.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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Organization Relationship/Authority: This position reports to the Chester County Emergency Services Director and manages assigned firefighters.

CAPTAIN

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Minimum Education, Training and Experience:

- At least 18 years of age
- Associate degree preferred, but not required.
- Five (5) years of Fire Service experience with two (2) years in supervisory role
- SC Class E or CDL license
- NIMS 100/200/700/800/300/400
- National Registry EMT
- IFSAC Fire Officer I
- IFSAC Fire Instructor I
- IFSAC Firefighter II
- HAZMAT Technician
- Emergency Vehicle Driver Training
- Basic Auto Extrication
- Pump Ops II
- Rope Rescue
- Swiftwater Rescue Tech I (within 1 year of hire)
- All non-IFSAC certifications and certificates must have been obtained through or approved by the South Carolina Fire Academy

CAPTAIN

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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)
- Ability to plan daily activities and complete tasks within assigned time frames.
- Must be physically able to operate a variety of machines and equipment including a fire engine, vehicles, firefighting equipment, medical equipment, computer, basic office equipment, telephone/radio, etc.
- Must be able to exert up to twenty pounds of force occasionally and lift or carry weights of up to 200 pounds.
- Physical demands are more than 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 examinations.

Disclaimer: This job description is illustrative and not exhaustive. It is not a comprehensive listing of all duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not deemed to constitute a contract of employment. All employees of the County are in an “At Will” status whose employment may be terminated at any time, with or without notice or cause.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____