Fire Training Captain (2151)

FLSA Status: Non-Exempt (Hourly)
Pay Grade: 20FH
Safety-Sensitive: Yes

Purpose

The purpose of this classification is to respond to fire, emergency rescue, and similar emergency calls to protect the lives and properties of the citizens of Bulloch County while serving as a company officer, supervising the activities of the engine company assigned.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and coordinates or provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; assists with employee performance evaluations; establishes and promotes employee morale and team dynamics; and supervises assigned personnel in the station and during emergency response.

Assists with maintaining training files and records: assists with maintaining training records for all Fire Department personnel; develops forms and reports to document training activities of the department and individual staff members; ensures training records are accurate, complete, and maintained in compliance with applicable standards and practices; ensures that all employees and volunteers receive mandated hours of annual training and as required to maintain local, state, and federal certifications; prepares, maintains, and submits reports regarding attendance at mandated training sessions; ensures that all concerned agencies receive verification of compliance with training standards; maintains statistical information regarding training requirements; and submits proposed fire training hours planned for the upcoming year.

Ensures adherence to established safety procedures: monitors training environment and use of safety equipment to help protect employees and other individuals; ensures maintenance and testing of equipment and tools; ensures corrective measures are taken to resolve safety hazards or maintenance problems; and maintains related documentation.

Serves as Incident Commander for Fire Department on emergency incidents when Incident Command is utilized: attends command staff level fire service management training to maintain skills in managing hazardous materials incidents, fire incidents, rescue incidents, and Fire Department safety and health programs.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to Fire Department training and operations: stays abreast of new trends and innovations in the field of fire science; attends and participates in professional group meetings and trainings.

Performs other related duties as required.

Minimum Qualifications

Associate's Degree in Fire Science or a related field; supplemented by five (5) years of progressively responsible experience as a firefighter, to include at least two (2) years as Company officer; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Class F Georgia driver's license. Must possess and maintain the following certifications: NPQ FF II, NPQ Fire Instructor II, NPQ Fire Officer I, Georgia Live Fire Instructor, Current CPR/First Responder or above.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, review, and/or implement data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide formal training to others typically involving preparation and/or modification of teaching materials.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the regular and sustained, but not constant, performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, water hazards, disease, pathogenic substances, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created March 2025