



CITY OF SENECA
221 East North First Street
Seneca, South Carolina 29678
(864)885-2700 Fax: (864)885-2701
www.Seneca.SC.US

August 2022

SENECA FIRE DEPARTMENT

POSITION DESCRIPTION – CAPTAIN

The City of Seneca is seeking qualified applicants for the position of Fire Captain with the Seneca Fire Department. The ideal candidate will be motivated, organized, and a dynamic team player with proven ability to establish effective working relationships, lead, inspire and develop the Fire Department force.

JOB DUTIES; but not limited to:

- Under the direction of the Chief, the Captain commands the activities of his/her shift under their direct supervision. Oversees and supervises in planning, training and public events. The captain will also supervise in paperwork for emergency response, evaluations, vacation requests and special assignments.
- Performs activities necessary to ensure life safety, incident stabilization and property conservation. The captain is responsible for but not limited to fire attack and extinguishment, extrication of victims, providing basic life support, conducting preliminary origin and fire cause, and assist in hazardous materials response.
- Directs and assists with the cleaning of quarters, equipment and apparatus at the fire station; inspects personnel, maintains discipline.
- Prepares important reports and helps maintain records.
- May be required to respond to fire calls during non-duty hours.
- May serve as acting Chief when so assigned.
- Supports other shift supervisors in maintaining teamwork and effective fire protection services.
- Performs other duties as needed.

MINIUM REQUIREMENTS

- Minimum of 5 years of municipal firefighting showing a progression of responsibility and training. High School diploma or GED supplemented by training in fire service programs. Associate Degree or higher will take higher consideration but not required. Must have completed required coursework and maintain required certifications as issued by the South Carolina Fire Academy or equivalent out of state requirements.
- Must possess a valid South Carolina driver's license or out of state equivalent with a 5-year driving record. National Fire Protection Association Firefighter I, Firefighter II; ICS 100, 200, 300, 400 AND 700; Fire Instructor I, Fire Officer I and Incident Safety Officer; IFSAC Driver / Operator; IFSAC Aerial Operator and must possess medical first responder training.
- All equivalent certifications and South Carolina Fire Academy granted equivalencies will be considered to suffice these requirements; and out of state training or college courses not considered by the South Carolina Fire Academy will be given equivalency as determined by the Fire Chief. A combination of education, training, and experience may be considered for any training and experience requirements.
- Must pass a background check, a department physical agility test and a physical.

TOOLS AND EQUIPMENT USED

Fire Equipment, including but not limited to fire apparatus, ladders, fire pumps, hoses, and other standard firefighting equipment, Hurst Tool (or jaws of life), various tools, including saws and axes, generators and pumps, air tools, air bags, self-contained breathing apparatus, extrication tools, confined space tools

Other Equipment, including first aid equipment, radio, pager, personal computer, phone, cleaning equipment, grinders, drill press.

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 injuries or illnesses.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is moderate in the office and loud at an emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

the jobs description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.