

	St. John's Fire District	
	Position Description	
	<i>Training Captain – Professional Standards & Training</i>	
	Office: Professional Standards & Training	Shift: M-F (40 hr)
	FLSA Status: Non-Exempt – Revised Date: 04/15/2026	

Directly Reports To (Position) Assistant Chief – Professional Standards & Training

Position Summary

Under general supervision, the Training Captain will plan, assign, supervise, review and participate in the work related to the initial and ongoing training of District members. Training topics may include: fire suppression, emergency medical services, technical rescue, hazardous materials response, fire prevention, community education, health and wellness, equipment and facility maintenance activities and services; and performs a variety of technical tasks relative to assigned area of responsibility.

Cultural Expectations:

- Encourages a culture where constructive feedback is normalized and the drive for self-improvement overrides individual ego, personal agendas, and preservation of perceived reputation.
- Provides career consultation and development to ensure individuals under their command reach their personal and professional potential.
- Emphasizes that safety must always be prioritized over personal relationships and the desire for acceptance.
- Building successful teams through coaching and training with an emphasis on building trust, productive conflict, commitment, accountability, and results.
- Maintain a passion for excellence in fire and emergency services delivery and prioritizes organizational and personal accountability.

Essential Functions

- Provide mentorship and guidance to other officers and team members to enhance their instructional techniques and knowledge.
- Develops, plans, coordinates, and delivers comprehensive fire service training programs that ensure personnel maintain proficiency in firefighting tactics, safety procedures, equipment operation, and regulatory compliance through validated curriculum, skills evaluations, and continuous improvement processes.
- Develops, plans, coordinates, and delivers comprehensive emergency medical services training programs that ensure personnel maintain required certifications, clinical competence, and readiness through evidence-based instruction, hands-on skills training, and ongoing assessment aligned with local, state, and national standards.
- Develops lesson plans, reference material, study guides along with visual multi-media aids.
- Prepares and maintains records and reports related to training.
- Assists in administering cognitive exams and practical skill evolutions for promotional testing.

- Develops, implements, coordinates, and plans the District's Tactical Emergency Casualty Care (TECC) training program, ensuring compliance with recognized TECC guidelines, operational readiness, and integration into fire, EMS, and multi-agency response capabilities.
- Develops, reviews, and revises training and operational policies, providing professional recommendations and supporting documentation to the Assistant Chief of Professional Standards and Training for consideration and approval.
- Establish metrics and assessment tools to evaluate training effectiveness and firefighter performance. Conduct regular reviews and make necessary adjustments to training programs based on feedback and outcomes.
- Supervision of personnel assigned to Professional Standards & Training, to include work assignments and personnel evaluation.
- Supervision and management of fire recruit school program.
- Attends conferences and seminars to remain knowledgeable of modern fire suppression and fire officer training program administration.
- Maintains familiarity with, adheres to, and promotes the District's Health and Safety programs. Indoctrinates and trains new and incumbent employees in approved safety and health programs/procedures.
- Plans and coordinates District training activities with other departments, agencies, and jurisdictions.
- May be subject to additional assignments by the Fire Chief and/or designee.
- **Knowledge, Skills, and Abilities**

Knowledge of:

- Current methods, principles, techniques and practices applied to firefighting, fire behavior, hydraulics, fire inspection, natural or man-made disasters, operation and maintenance of firefighting equipment and working knowledge of fire extinguishing systems, fire prevention methods and fire safety and related fields;
- Principles and practices Emergency Medical Services (EMS) training;
- Federal, State, and Local regulations, laws, codes, ordinances, methods and plans relating to disaster and emergency management, fire suppression, EMS, hazardous materials, special rescue, life safety, fire prevention and other related areas of responsibility;
- Working knowledge of the geography of the District and adjacent jurisdictions, including the location of streets and hydrants, together with the District's major risk/hazardous areas;
- Working knowledge of the operation and maintenance of the various types of apparatus and equipment used by the Fire District.

Skill in:

- Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups;
- Using interpersonal and problem-solving skills, including anticipating, analyzing, diagnosing and resolving problems;
- Using initiative and independent judgment within established guidelines;

- Sound management including: leadership/ supervisory skills, problem analysis, decision making, planning, organizing, interpersonal sensitivity, adaptability/ flexibility and time management.

Ability to:

- Use independent judgment and discretion in supervising various programs including the handling of emergency situations, making quick decisions, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future District needs, and resolving problems;
- Maintain and establish effective and cooperative working relationships with District employees, public and public officials and to work effectively in a team environment;
- Communicate effectively, tactfully and persuasively with members of the public in difficult situations which may arise;
- Operate and oversee the maintenance of training facilities and equipment, including public safety training grounds;
- Maintain confidentiality and comply with legal and District requirements related to personnel and training records;
- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, fire codes, adopted ordinances and safety rules;
- Carry out special and general assignments requiring organization and development of procedures without direct supervision;
- Complete comprehensive work assignments and meet deadlines;
- Design and build training props;
- Communicate in English clearly, concisely, and effectively, both orally and in writing;
- Use computers and standard software applications (e.g., Microsoft Office Suite) to manage training data and documentation;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Maintain, always, a fitness level that meets or exceeds the minimum standard of the District's practical aptitude test and satisfy the medical requirements of National Fire Protection Association (NFPA) Standard 1582.

Minimum Education and Qualifications

- Minimum five (5) years of progressively responsible service in a fire or EMS organization.
- Valid South Carolina Class E Driver's License
- Firefighter II (IFSAC / Pro Board)
- Fire Officer II (IFSAC / Pro Board)
- Fire Instructor I (IFSAC / Pro Board)
- South Carolina EMT Certification (or ability to obtain through reciprocity)
- National Fire Academy Incident Safety Officer
- NIMS ICS 100, 200, 300, 700, 800
- American Heart Association Basic Life Support Instructor
- South Carolina Continuing Education Instructor

Preferred Education and Qualifications

- Associate's degree in a general professional or technical field

- Fire Instructor II (IFSAC / Pro Board)
- South Carolina Paramedic Certification
- South Carolina EMT Instructor
- Possess or have the ability to obtain SCFA Instructorship for various courses and programs as determined by the District within a reasonable timeframe.

Working Conditions

Response to emergency situations and participation in training activities involves considerable exposure to stressful situations; strenuous and moderately heavy physical activity; required to stand, walk, crawl or sit in uncomfortable positions for extended period of times; involves exposure to dangerous situations under disagreeable conditions such as cold, wet, high temperatures, toxic fumes, smoke, excessive noise, hazardous materials, communicable diseases, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. May be subjected to lifting and dragging items weighing up to 165 pounds. Unconventional working hours are required including nights, weekends, holidays, and shifts of up to 48 hours in length. Required to travel to different sites and stations.

Protective Equipment Required

Structural Firefighting Personal Protective Equipment (PPE), self-contained breathing apparatus (SCBA), safety boots, respirators, hearing protection, gloves, and Wildland Firefighting PPE.

Environmental/Health and Safety Factors

Frequent exposure to unpleasant environmental conditions and/or hazards. Frequent exposure to mechanical hazards, chemical hazards, electrical hazards, fire hazards, explosives, communicable diseases, and physical danger or abuse. Daily exposure to extreme temperature, wetness and / or humidity, respiratory hazards, noise and vibration, and physical hazards.

Physical Demands

Continuously requires standing, sitting, walking, carrying, lifting, reaching, pulling/pushing, kneeling, crouching, crawling, bending, twisting, climbing, balancing, handling, fine dexterity, vision, hearing, talking, and foot controls. Heavy strength demands include exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 to 20 pounds constantly.

Mental Demands

Frequently requires time pressures, emergency situations, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with other as part of a team, tedious or exacting work, and loud/distracting environments.

Americans with Disabilities Act Compliance (ADA)

The St. John's Fire District is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request ADA accommodation.

