FIRE SUPPORT TRAINING CAPTAIN

JOB DESCRIPTION

POSITION OVERVIEW

The Fire Support Training Captain provides leadership, coordination, and administrative oversight for Emanuel County's Fire and Rescue operations, which include 13 volunteer fire departments across the county. This position manages fire service readiness, compliance, training programs, and resource allocation while maintaining strong communication and collaboration between the departments and county leadership. The Fire Support Training Captain reports directly to the County Fire Chief/Emergency Management Agency (EMA) Director. This position requires a balance of administrative precision, field coordination, and strategic planning to ensure Emanuel County's fire departments remain mission-ready, compliant, and effective in protecting lives and property. The ideal candidate combines fire service experience with strong organizational, communication, and leadership skills.

AT A GLANCE: POSITION HIGHLIGHTS

- **DEPARTMENT:** Public Safety (General)
- Mid-level
- Full-time | Salary
- **Overtime Frequency:** NOT APPLICABLE
- Schedule: Monday through Friday, 8 AM to 5 PM with a lunch break
- **Will require work outside normal hours for emergency response**
- **Pay Range:** $47,798.40 to $64,330.35 per year
- **Travel Required?** YES
- **Physical Duties:** MODERATE
- **Outdoor Duties:** FREQUENT

LOCATION

This position is based at the Emanuel County Emergency Operations Center (EOC). Duties take place both in office and at varying locations across the county as needed.

TRAVEL EXPECTATIONS/REQUIREMENTS

Out-of-county travel is required for professional development, networking, and emergency coordination with public safety partners. When travel is necessary, departments with county vehicles (such as Public Safety) may provide one. If a county vehicle is not available or the department does not maintain a fleet, use of a personal vehicle may be required. In those cases, mileage reimbursement will be provided in accordance with county policy.

DIRECT SUPERVISOR

This position reports directly to the County Fire Chief/EMA Director.

JOB DUTIES

- **Fire Operations Support:** Assists with the day-to-day administrative and operational coordination of Emanuel County's 13 volunteer fire departments. Works with fire chiefs and county personnel to support departmental goals, identify resource needs, and maintain compliance with applicable requirements.
- **Recruitment, Retention, and Onboarding:** Assists with volunteer firefighter recruitment and retention efforts. Supports outreach activities, information sessions, recognition initiatives, and the onboarding and orientation of new firefighters to promote consistency in training, safety, and operational readiness.
- **Training and Compliance:** Plans, organizes, and oversees firefighter training programs, including certification tracking and continuing education. Ensures compliance with the Georgia Firefighter Standards and Training Council (GFSTC) requirements. Assist in developing and monitors standardized operating guidelines (SOGs) for fire operations and safety.
- **Incident Reporting and Analytics:** Collects and reviews incident reports submitted through the Georgia Fire Incident Reporting System (GFIRS). Tracks response metrics, evaluates trends, and compiles data for local, state, and federal reporting. Ensures accuracy, consistency, and timely submission of all fire run reports.
- **Firefighter Support and Benefits Administration:** Manages firefighter rosters, credentials, and pension documentation. Maintains accurate personnel records and coordinates with the Emanuel County Board of Commissioners on benefits and eligibility verification for active and retired firefighters.
- **Fire Prevention and Public Outreach:** Assists in developing and implementing Emanuel County fire prevention efforts. Promotes community fire safety education and supports outreach initiatives in schools, neighborhoods, and civic organizations.
- **Interagency Coordination:** Collaborates with E-911, emergency medical services (EMS), law enforcement, and EMA to enhance unified emergency response efforts. Serves as the fire service representative during EOC activations and multi-agency drills.
- **Grants and Budge Support:** Assists the County Fire Chief in identifying and managing grants, purchases, and budget allocations related to fire services. Maintains accurate documentation for reimbursements, audits, and compliance reports.
- **Administrative Functions:** Prepares and maintains reports, schedules, and performance records. Coordinates meetings, inspections, and equipment deliveries. Responds to inquiries from the public, partner agencies, and county officials with professionalism and discretion.
- **Public Outreach and Education:** Coordinates public education and awareness efforts on emergency preparedness and disaster response. Engages community stakeholders through outreach programs, presentations, and volunteer coordination.
- **Equipment and Facility Management:** Coordinates annual testing, inspections, and maintenance of firefighting apparatus, hoses, ladders, and pumps. Oversees procurement and inventory of personal protective equipment (PPE), gear, and firefighting supplies. Works with station leadership to ensure all equipment and facilities remain operational and in compliance with state and local standards.
- **Other Duties as Assigned:** Performs additional duties as needed to assist Emanuel County Public Safety.

MINIMUM QUALIFICATIONS

- Associate degree in emergency management, public administration, criminal justice, or a related field **OR** at least 5 years relevant experience
- First Responder Certification as recognized by the State of Georgia; Georgia Certification at Firefighter I or above; Firefighter Instructor Certification; **AND** Live Burn Instructor Certification (or ability to obtain within 1 year of hire)
- Working knowledge of public safety procedures, emergency operations, and multi-agency coordination for both planned events and unplanned incidents
- Ability to maintain focus and make sound, timely decisions in fast-paced, high-risk environments
- Completion of National Incident Management System (NIMS) and Incident Command System (ICS) coursework
- Understanding of facility safety protocols, emergency scheduling systems, and hazard mitigation planning
- Strong writing skills, including the ability to prepare clear, concise, and accurate reports
- Working knowledge of GFIRS, ImageTrend, and GEMA's WebEOC
- Proficiency in procurement and vendor coordination, particularly for emergency supplies, safety gear, or response equipment
- Working knowledge of the emergency chain of command
- Strong interpersonal and collaborative skills
- Ability to prepare clear, concise, and accurate reports
- Demonstrated organization and recordkeeping skills
- Ability to develop, manage, and monitor departmental or project budgets in accordance with established policies and financial controls, particularly for emergency supplies, safety gear, or response equipment
- Ability to give and follow verbal and written instructions
- Must be able to foster a team-based work culture
- **Must be able to report for duty outside of standard hours when necessary for emergency response**
- **Must be able to work outdoors in various weather conditions**
- **Must be able to perform moderate physical work if necessary, including lifting up to 50 pounds regularly and occasionally exerting up to 75 pounds of force. Duties require physical stamina and manual dexterity. Also must possess the ability to sit, stand, stretch, climb, bend, and walk for most of the workday. (See also: compliance statement.)**
- Basic computer proficiency, to include working knowledge of Microsoft Office
- Must possess and maintain a valid Georgia driver's license and demonstrate a safe driving record in accordance with county insurance requirements
- Must be at least 21-years-old
- Must be willing to follow county policies, procedures, and departmental standards, including but not limited to demonstrating professional conduct, maintaining punctuality, showing a commitment to public service, and serving as a positive representative of Emanuel County as an organization

PREFERRED QUALIFICATIONS

- Bachelor's degree in emergency management, public administration, criminal justice, or related field **OR** at least 7 years relevant experience
- At least 2 years in a supervisory or management role, preferably in municipal or county government public safety
- Notary Public certification
- Strong writing composition skills
- Working knowledge of Google Workspace (Docs, Sheets, Drive, etc.)
- Familiarity with volunteer firefighter operations and rural fire department dynamics
- Experience assisting with public-sector budgets, inventory systems, and records compliance
- Experience coordinating or supervising volunteer fire departments, preferably in a rural setting with a large number of personnel
- Familiarity with local geography and regional public safety protocols
- Familiarity with public safety facilities in Emanuel County
- Familiarity with public-sector communications systems and grant-funded emergency programs
- Existing working relationships and/or an established network of contacts with public safety leaders and personnel at the local (Emanuel County), regional, state, or federal level, including fire services, law enforcement, EMS, EMA, and emergency coordination partners
- Bilingual skills to support communication with a diverse public

PAY STRUCTURE

Emanuel County uses a grade-and-step pay system. Classified as a **Grade 16** position, the annual pay range of **$47,798.40 to $64,330.35** represents the minimum to maximum compensation assigned to this position's grade. Starting pay is set at the time of hire and is based on relevant experience, education, certifications, and licensure, along with internal equity and County policy. Placement within the range is determined on a case-by-case basis, and not all employees begin at the minimum or progress through every step. Opportunities for advancement within the range occur through approved step increases, promotions, or reclassification.

BENEFITS

- Competitive salary
- Comprehensive benefits package
- Collaborative and supportive team environment
- Opportunity to directly support and shape emergency response capabilities across numerous fire departments
- High-impact role that strengthens frontline public safety through training coordination, equipment readiness, and regulatory compliance
- Regular collaboration with fire chiefs, 911 personnel, and county leadership to develop, refine, and implement countywide fire services strategies
- Support for continuing education, certification programs, and professional development
- Opportunity for advancement
- Strong interagency collaboration at the local, regional, and state levels

PRE-EMPLOYMENT REQUIREMENTS

All candidates selected for employment with Emanuel County are required to successfully pass a criminal background check and a pre-employment drug screening as a condition of hire. All new hires are subject to a 90-day probationary period, during which performance and conduct will be evaluated to determine continued employment.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

In compliance with the 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.

DISCLAIMER

This job description is not an employment agreement or contract. Management reserves the right to modify job duties or requirements at any time without notice. Additionally, the above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job. Emanuel County is an Equal Opportunity Employer.