



## Firefighter

The Town of Sullivan's Island seeks a Certified Firefighter to perform protective services and assist in firefighting, rescue and prevention activities.

Minimum requirements: SC Fire Academy Certificate and experience preferred; H.S. diploma or equivalent; 18 years old, meet all departmental and Town pre-employment standards; and possess a valid SC driver's license. Certified Firefighter starts at \$45K plus benefits.

Complete job description and application can be found on Town Website at <https://sullivansisland.sc.gov/government/employment-opportunities> and deadline is Friday, February 6, 2026 at 4pm. Submit completed application to Pamela Otto, Human Resources, at Town Hall, 2056 Middle St, or to PO Box 427, Sullivan's Island, SC 29482.

Contact: Pamela Otto, HR at 843-883-5744 or [potto@sullivansisland.sc.gov](mailto:potto@sullivansisland.sc.gov)



## **TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA**

### **Firefighter Job Description**

**Job Summary:** This position performs routine and specialized duties associated with fire suppression, emergency medical calls, hazardous materials incidents, auto extrication, and public relations/education events to protect lives and property in the Town of Sullivan's Island. Employee is required to perform all similar or related duties.

#### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

1. Participate in fire scene including the laying of hose; ventilate buildings, raising ladders, fire fighting, salvage, overhaul, administering first aid, water rescue and rescuing persons at a fire or other emergency scenes.
2. Participate in fire-related emergency situations including driving and operating fire apparatus, pumps, equipment, entry, suppression and rescue.
3. Assist in maintaining equipment and apparatus in proper working condition.
4. Conduct daily inspection of department's fire fighting equipment and apparatus and ensures that equipment and apparatus is in place and ready for use.
5. Perform basic life support to ill or injured persons at emergency scenes.
6. Participate in fire prevention and community service programs such as Vacation Rental Inspections., pre fire planning, and fire inspections.
7. May be called upon to suppress fires in neighboring communities.
8. Participate in department training courses to learn fire fighting theory and practice, first responder and CPR emergency medical care and the handling of hazardous materials and explosives.
9. May be required to perform emergency driving role including the driving of an ambulance due to staff availability.

#### **Recommended Minimum Qualifications:**

**Education and Experience:** High School Diploma and one to three (1-3) years of experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:**

Valid South Carolina Class E Driver's License or equivalent.  
First Responder certification (or higher medical certification)  
Firefighter I & II Certification (IFSAC or equivalent)  
National Incident Management System (NIMS) training 100, 200, 700, and 800

**Knowledge, Abilities and Skill:**

Knowledge: Knowledgeable of South Carolina laws and regulations as well as Department SOPs related to fire emergency response operations, techniques and practices; knowledge of salvage, overhaul, rescue, hazardous materials, explosives and first aid techniques; knowledge of the geographic layout of the town and fire hydrant locations.

Abilities: Ability to handle and carry out and adapt duties during emergency situations often under adverse weather, stressful and life threatening conditions.

Skill: Excellent oral and written communication skills; excellent physical skills to be able to protect yourself and others; common sense operational skills to determine the most appropriate response to emergency situations; technical skill in operating fire apparatus and various types of equipment in a safe and effective manner often under adverse weather and life threatening conditions.

**Supervision Required:** Under general supervision, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

**Confidentiality:** Employee has access to some confidential information obtained during performance of regular position responsibilities such as client medical records and investigations.

**Supervisory Responsibility:** None.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**Work Environment:** Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, such as those listed above or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well being and/or safety are constantly compromised such as Fire and Police personnel.

**Nature and Purpose of Relationships:** Relationships are primarily with co-workers involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public are required on a regular basis.

**Accountability:** The nature of work or the operation of large, complex or potentially dangerous equipment increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment would include monetary losses due to waste of material, damage to buildings and equipment or personal injuries.

**Occupational Risk:** Duties may involve frequent, recurring exposure to hazardous conditions, such as working with vehicles traveling a high rate of speed. Job frequently entails the possibility of serious personal injury, danger to public safety, or exposure to conditions that could result in total permanent disability or loss of life. For example, danger of physical attack or work at heights in excess of thirty feet during extreme weather conditions. Extreme care and safety precautions are required at all times.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Employee may be required to work beyond normal business hours in response to emergency situations.

**Physical and Mental Requirements:**

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

**Physical Skills:** Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis weight in excess of 100 Lbs. for extended periods of time, or regular travel on foot over rough terrain or barriers. Physical skills are conducted as required under life threatening conditions.

**Motor Skills:** Duties may involve close hand and eye coordination, physical dexterity, manipulation and motor control under conditions that may require extreme accuracy that may be critical. The manual skills required are comparable to those which might be needed in operating emergency vehicles and related equipment.

**Visual Skills:** Employee is constantly required to read general documents for general understanding and routinely to review non-written documents and to determine color differences often under cramped, poor visibility, or hazardous conditions.

**The Town is an Equal Opportunity Employer**