

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Fire Captain of Training & Administration

DEPARTMENT: Fire Department

SUPERVISOR: Fire Chief

EFFECTIVE DATE: October 1, 2025

PAY LEVEL: 111 (\$63,305.75 - \$113,950.35)

DEFINITION: This position is responsible for the department training programs and continuing educational requirements. This position will be required to provide training and recertification for employees in the department. This includes suppression and medical training.

This position will respond to all manner of emergency and non-emergency calls as needed. This position will be required to develop, implement and oversee the department training programs. This position will oversee the department safety program, participate in safety investigations, and responds as safety officer for incidents as needed.

This position is appointed by the Fire Chief and reports to the Fire Chief. This position may work a flexible daily schedule but will be expected to work a 40-hour work week. This position shall be on call when required by the Fire Chief. This position is exempt and not eligible for overtime.

EXAMPLES OF DUTIES: Developing, preparing and implementing department training programs in compliance with FAR Part 139 and FAA regulations. Supervising ARFF personnel, preparing and coordinating training schedules, keep accurate records of personnel training activities. Develop and conduct FAR Part 139 training classes that are required for employees and tenants. Conduct fire extinguisher classes to employees and tenants. Conducts training sessions, staff meetings with subordinates, supervises fire suppression activities as the safety officer. Assigns specific training duties to subordinates and follows up to ensure that they are completed. Administer the Field Training Program to new employees. Serves as safety officer, as required by Florida Administrative Code 69A-62, and enforces safety regulations, ensures proper reporting of accidents to proper authorities, assist with investigating accidents and or injuries involving district personnel and equipment. Provides recommendations to improve department safety issues. Shall perform other duties as assigned.

This position's duties also include fighting fires (combating, controlling, extinguishing, and preventing) as well as assume a role in the incident command structure.

QUALIFICATIONS: Must have served in the fire service in the capacity of fire lieutenant or higher or, acted in the position of training for a period of not less than five (5) years. Experience may waive the time requirement as demonstrated by the individual. Must be certified as a firefighter by the State of Florida and maintain such certification current at all times. Must have or obtain within two (2) years a State of Florida Live Fire Instructor certification. Employee must be physically fit and be certified as drug free. Thorough knowledge of the principles, procedures and equipment used in modern firefighting and prevention for Aircraft rescue and Firefighting. Must have the ability to interface and effectively communicate with Airport staff, tenants, governmental entities, and the general public. Must be able to communicate effectively in both oral and written form. Must possess a valid Florida driver's license.

DESIRED QUALIFICATIONS: IFSAC or DOD certified Airport Firefighter, Florida Fire Officer 1, Florida Fire Service Instructor I, Emergency Medical Technician, Paramedic or a thorough knowledge of the emergency medical field. Florida certified Fire Inspector.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by the team member to successfully perform the essential functions of this job.

Working Conditions: Work requires moderate to extreme exposure to one of more disagreeable conditions (i.e., inclement weather, night and day shifts, emergency and stressful environment, excessive noise, extreme temperatures, wet or humid conditions).

Risk/Safety Conditions: This position requires moderate exposure of risk to physical health and/or physical safety (e.g., exposure to environmentally hazardous material, heavy equipment, exposure to: smoke, noxious odors, dust, fumes, chemicals, liquid chemicals, solvents, oils, fumes or airborne particles). This position often requires the use of Personal Protective Equipment (PPE) and may include completing and successfully passing medical evaluations or clearances.

Essential Physical Activities: Bending/stooping, sitting, standing, crouching, walking, pulling, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pushing/pulling, talking, climbing, finger movement of firm grasping and fine manipulation, repetitive motions, depth perception, balancing, squatting, working at heights. This position may require lifting up to, carrying up to, or moving up to 125+ lbs.

DISCLAIMER:

The examples above are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.