



## Fire Chief

### Fire

FD/1

#### JOB SUMMARY

This position is responsible for overseeing the provision of fire control services and emergency preparedness.

#### MAJOR DUTIES

1. Manages day-to-day operations.
2. Supervises, hires, evaluates, disciplines, and schedules department personnel.
3. Appoints and trains volunteer firefighters; conducts background checks on new hires and volunteers.
4. Oversees maintenance of the fire station facilities.
5. Prepares and implements department policies, plans, and procedures.
6. Develops emergency plans for the County.
7. Develops departmental budgets.
8. Responds to calls for first responders, in emergencies and in cases of fire.
9. Directs and leads search and rescue operations.
10. Maintains annual firefighter training records.
11. Attends regular state and federal meetings.
12. Coordinates public outreach and education on emergency preparedness.
13. Coordinates regular preparedness exercises and annual assessments.
14. Ensures County emergency plans and activities are compliant with state and federal regulations.
15. Oversees maintenance of EMS equipment; orders supplies.
16. Reviews employee payroll.
17. Ensures employees maintain appropriate state requirements, certifications, and licenses.
18. Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of related local, state, and federal laws.
2. Knowledge of fire department operational policies and procedures.
3. Knowledge of current and accepted firefighting practices.
4. Knowledge of emergency medical service requirements, policies, and standards.
5. Knowledge of the procedures for using emergency medical equipment.
6. Knowledge of budgetary and financial management procedures.
7. Knowledge of computers and job related software.
8. Skill in the analysis of problems and the development and implementation of solutions.
9. Skill in the provision of medical care under emergency conditions.
10. Skill in the operation of specialized equipment.
11. Skill in interpersonal relations.
12. Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The County Administrator assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include Official Code of Georgia 25-3-1, Decatur County Human Resources Standard of Practice, and Standard and Training of Georgia. These guidelines require judgement, selection, and interpretation in application. This position develops department guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management, supervisory, and emergency response duties. Adjusting to varying situations while protecting the public contributes to the complexity of the position.
- The purpose of this position is to oversee the provision of fire control services and emergency preparedness. Success in this position ensures effective and efficient emergency response, preparedness, and public safety.

## **CONTACTS**

- Contacts are typically with Emergency Medical Service, Sheriff Office, Georgia State Patrol, Georgia Department of Transportation, Decatur County Road Department, Georgia Forestry Commission, Life Flight Services, The Salvation Army, Red Cross, Georgia Emergency Management, Federal Emergency Management, National Weather Services, Decatur/Grady 911, and all county and city officers.
- Contacts are typically to provide services, to give or exchange information, and resolve problems.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed at a desk while intermittently sitting, stooping, bending, crouching, or standing. The employee occasionally and at times frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes sense of smell.
- The work is performed in various locations including outdoors and occasionally in cold or inclement weather. The work is performed in a very noisy place where the employee is exposed to machinery with moving parts, dust, dirt, and grease, and contagious and infectious diseases, or irritating chemicals. Work requires use of protective devices such as mask, goggles, and gloves.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position supervises the Captain (3), Lieutenant (3), Engineer (3), Firefighter (6), and Volunteer Firefighters (up to 100).

## **MINIMUM QUALIFICATIONS**

- Baccalaureate degree in a course of study related to the occupational field preferred.
- More than five years of related experience required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act.
- Chief Officer Certification.
- Certified Emergency Manager.