



Fire Chief (1155)

FLSA Status: Exempt

Pay Grade: 28

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to plan, direct, and oversee the operations, services and staff of the fire department.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff and volunteer firefighters: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Plans, organizes, directs and evaluates department programs, service delivery, and staff; oversees and directs the day-to-day operations; establishes appropriate firefighting techniques and strategies; and recruits and trains volunteer firefighters.

Develops, implements, and maintains department goals, objectives, policies and priorities for appropriate service areas: makes recommendations on changes to the firefighting by-laws; reviews Insurance Service Office ratings for County citizens; and ensures volunteer firefighters keep a high level of morale.

Responds to and assumes command at emergency or disaster scenes: ensures utilization of effective command and control techniques; makes determinations concerning the appropriate response and firefighting methods; allocates manpower and resources; and investigates the cause of all fires.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; monitors environment and use of safety equipment to ensure safety of employees and other individuals; and initiates any actions necessary to correct deviations or violations.

Oversees the testing and maintenance of equipment and facilities: inspects apparatus and firefighting equipment; and makes recommendations on replacement and repairs.

Makes inspections of places of business to ensure compliance with fire and life safety rules and regulations; identifies needed corrections and deviations; and maintains related documentation.

Develops, defends and implements department budget: determines budget needs and allocations for staffing, equipment and capital needs; processes and approves purchase orders; seeks, applies for and

administers granted funds; and monitors expenditures and revenues to ensure compliance with approved budget.

Develops, reviews, and implement all firefighting policies and procedures in accordance with local, state and federal laws; ensures that policies and procedures are being met by all firefighters; ensures that Bulloch County is up to date with state and national rules/laws; and ensures that all fire and training reports are completed and submitted to the state on a regular basis.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in Fire Science, Emergency Management, Public Administration, or related field required; supplemented by ten years of progressively responsible experience in fire operations, to include five years of lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Georgia Fire Officer IV certification or equivalent (or the ability to acquire within two years of hire). Must possess and maintain ICS/NIMS 100, 200, 300, 400, 700, and 800 certifications.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures. Uses statistics.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (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.

Physical Ability: Most tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Response to emergency scenes may require performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. Response to emergency scenes may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, water hazards, disease, pathogenic substances, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019

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