



## Fire Chief

### Fire

FD/1

#### JOB SUMMARY

This position is responsible for the overall management, supervision, deployment, and fiscal administration of the Fire Department.

#### MAJOR DUTIES

- Develops, reviews and implements policies and procedures.
- Establishes appropriate firefighting techniques.
- Plans firefighting strategies.
- Coordinates department activities with outside agencies.
- Recruits, trains, and directs the activities of firefighters.
- Facilitates the training of fire department personnel.
- Evaluates the performance of personnel; disciplines personnel.
- Commands select incident activities.
- Inspects fire apparatus and equipment.
- Reviews incident reports.
- Plans, submits, evaluates and monitors annual budgets.
- Approves and submits purchase orders, pay requests and travel vouchers; orders supplies.
- Attends meetings as representative of the department.
- Coordinates equipment purchases.
- Researches and manages grant funds.
- Completes plan reviews and inspections for new developments.
- Performs other duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of fire department operational policies and procedures.
- Knowledge of current and accepted firefighting practices.
- Knowledge of Georgia Firefighter Standards and Training Council compliance standards.
- Knowledge of departmental and city policies and procedures and related federal, state, and local guidelines.
- Knowledge of city streets and geography.
- Knowledge of budget development and management principles.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in operating emergency vehicles and equipment.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in preparing and administering budgets.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include department standard operating procedures, city ordinances, NFPA recommended standards, and local, state and federal laws. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied fire suppression and prevention, management and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to direct the operations of the Fire Department. Success in this position contributes to the efficiency and effectiveness of agency operations.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, elected and appointed official, representatives of other fire departments, business leaders, members of the news media, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee frequently lifts heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and at emergency and fire scenes. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over department personnel.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid state issued driver's license 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.
- Possession of or ability to readily obtain appropriate state EMS certification.