

## **FIRE CHIEF**

### **JOB DEFINITION**

A skilled leadership administrative position responsible for coordination of all Fire Department activities through the supervision of subordinate officers and review of their activities. The Fire Chief establishes policies, procedures and regulations for the department and makes decisions pertaining to firefighting and fire prevention operating standards within the limitations of law, regulations and established policies. Considerable knowledge of all phases of operation such as prevention, training, suppression and administration is essential. Under the direct supervision of the City Manager.

### **PRINCIPLE DUTIES**

Incumbent is responsible for all aspects and operations of the City of Cordele Fire Department, including the supervision of all employees. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.
- Plans, organizes and manages, either personally or through subordinate supervisors, all departmental functions and staff activities. Coordinates activities and assignments.
- Responsible for initiating decisions regarding all departmental personnel issues. Makes decisions in the area of hiring, promotions, demotions, terminations, transfers, disciplinary actions and grievances.
- Supervises and evaluates fire and emergency services; determines proficiency level of employees and identifies areas requiring improvements; formulates and execute action plan to correct deficiencies; ensures proper allocation of personnel and other resources.
- Prepares long and short-range management plans compiled from statistical data, analysis of incident trends, passive observation, community needs, departmental and city administrative goals and objectives.
- Interacts with other agencies throughout the City and within the county. Coordinates mutual and automatic aid protection plans with surrounding agencies.
- Updates emergency preparedness and operation plans; assists the Emergency Operation Center during disasters and emergencies; develops simulated disaster drills.

## **PRINCIPLE DUTIES - CONTINUED**

- Formulates and develops work methods and practices, policies, standard operating procedures, training programs and general orders; monitors implementation of departmental rules and regulations; updates departmental guidelines according to federal, state, and local legislation.
- Enforces all City fire codes, ordinances and fire laws, and regulations of the state in order to protect life and property; complies with all rules, orders and instructions issued by officials.
- Meets with and responds to questions, complaints and requests for information from management, citizens, the business community, elected officials, employees, outside agencies and various other individuals.
- Conveys goals and objectives to departmental staff, discusses problems or grievances, coordinates efforts toward the accomplishment of specific duties during meetings with subordinate supervisors and employees.
- Supervises selection process of new recruits; may conduct applicant interviews during the hiring process; makes personnel recommendations.
- Conducts inspections of departmental vehicles, equipment and buildings; evaluates and directs various tests on equipment writes and/or approves specifications for new apparatus and equipment; ensures that specifications meet federal, state, and local regulations.
- Establishes priorities for anticipated departmental requirements for each fiscal year; prepares and submits annual budget information; recommends budget revisions as appropriate; administers approved budget and monitors operational expenditures for fiscal compliance.
- Reviews equipment and tool specifications and recommendations; oversees procurement of equipment, supplies and protective gear.
- Attends official functions, commissioner and community meetings; makes presentations and public speeches to civic groups and schools; grants interviews to the news media regarding major issues or fire rescue activities.
- Reviews documentation processed by subordinates; discusses errors and recommends methods for corrective/alternative action; provides technical assistance as needed.
- Maintains knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations.
- Conducts staff meetings; attends local, state and federal conferences, meetings, seminars, workshops and training sessions as appropriate; prepares presentations for City Manager and City Commission meetings.

## **PRINCIPLE DUTIES - CONTINUED**

- Composes, prepares, reviews and/or approves a variety of forms, logs, requests, records, reports, correspondence and other documents associated with daily responsibilities of this position; prepares and maintains administrative records and files. Maintains all required records and reports in an easily retrievable manner and in compliance with record retention guidelines.
- Cooperates with federal, state and local law enforcement/investigating agencies and their representatives when activities are related to investigations within jurisdiction.
- Performs other administrative tasks such as reviewing payroll, contacting vendors, purchasing equipment and supplies, visiting schools and greet visitors.
- Establishes and maintains positive public relations; attends community meetings; promotes and teaches fire safety and prevention.
- Supervises pre-fire planning tours of area buildings.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Substitutes for other supervisors and/or co-workers in temporary absence of same.
- Performs other duties as may be required from time to time.

## **JOB QUALIFICATIONS**

- Associate's or Bachelor's degree with emphasis in Business Administration, Management, Public Administration, Fire Science or related field; supplemented by six (6) to nine (9) years of increasingly responsible management experience in fire service, fiscal/budget matters, fire safety, prevention and suppression methods, equipment and supplies, or a related field preferably at the Fire Captain level or above; or an equivalent combination of extensive education, training, and experience.
- Must possess excellent oral and written communication skills with the ability to convey ideas clearly and concisely.
- Must have a good knowledge of general mathematical applications.
- Must possess, or have the ability to obtain, a valid Georgia driver's license.
- Must possess State of Georgia Firefighter I, II & III certifications.
- Must be able to work department hours and occasional extended hours, nights, weekends and holidays as may be required due to emergencies or natural disasters.
- Must possess a thorough knowledge of the materials, equipment, procedures and methods used in firefighting; thorough knowledge of apparatus and pump operations and maintenance.

## **JOB QUALIFICATIONS - CONTINUED**

- Must be able to travel out of town to attend training, seminars, regional meetings and conferences with the possibility of overnight or extended stays.
- Must pass a background check including personal and previous employer references, criminal history and MVR.
- Must pass pre-employment drug and alcohol screen and job-related physical examination. Subject to random drug and alcohol screening as stated in the City of Cordele Anti-Drug and Alcohol policy.
- Must complete a City of Cordele employment application.
- Must be able to establish and maintain an effective working relationship with other employees, supervisors and the general public.
- May be required to obtain and maintain additional certifications such as Hazardous Materials, First Responder, and/or Cardiopulmonary Resuscitation (CPR).

## **DESIRED CHARACTERISTICS**

- Dependable and punctual with an excellent attendance record.
- Neat and clean in appearance.
- Skilled in decision making and problem-solving ability.
- Ability to perform arduous tasks frequently under strenuous and adverse conditions.
- Knowledge of, or the ability to easily learn, the City street system, physical layout, fire hydrant and water supply locations, geography, principle buildings and adjacent areas.

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Signature

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Date