



Fire Chief  
Emergency Manager  
Fire

FD /1

### JOB SUMMARY

This position is responsible for the overall management, supervision, deployment, and fiscal administration of the Fire Department. In addition position is responsible for planning and leading the responses to natural disasters and other emergencies. Work with government agencies, nonprofits, private companies, and the general public to develop effective plans that minimize damage and disruptions during an emergency. Must prepare plans and objectives that meet local, state, and federal regulations.

### MAJOR DUTIES

- Supervises fire department daily and emergency operations; assigns and supervises personnel.
- Assesses emergency operations and makes appropriate decisions related to strategies, risks, and equipment and personnel exposure problems.
- Plan responses to emergencies and disasters in order to minimize risk to people and property
- Meet with law enforcement, private companies, the public, experts in other communities to get recommendations regarding emergency response plans
- Organize emergency response training programs for staff, volunteers, and other first responders
- Coordinate the use and sharing of resources and equipment within the community to assist in emergency response
- Revise and review local emergency operations plans
- Apply for federal funding for emergency management responses and report on the progress of such grants
- Communicate and Train community on Emergency Management Plan, facilitate practice drills
- Analyze the resources, equipment, and staff available to respond to emergencies. If resources or equipment is lacking, directors must either revise their plans or obtain the needed resources from another county or state.
- Manages departmental training operations; designs or assists in designing training programs; instructs personnel.
- Performs the duties of a firefighter as needed.
- Inspects buildings for fire hazards.
- Plans, coordinates and conducts fire prevention activities and pre-incident planning.
- Develops budget proposals and manages approved budgets.
- Prepares and maintains a variety of reports.
- Conducts building, equipment and personnel inspections.
- Reviews and conducts personnel evaluations.
- Attends training seminars, workshops and other meetings.
- Participates in special events.
- Performs related duties.

## **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.
- Knowledge of Emergency Management practices
- Skill in Leadership by influence
- Skill in operating emergency vehicles and equipment.
- Skill in building response plans, training, coordinating across multiple disciplines
- 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 department 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, or stooping. The employee 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 the sense of smell.
- The work is typically performed in an office and at emergency and fire scenes. The employee is exposed

noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals, Work requires the use of protective devices such as masks, goggles, gloves, etc.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Fire Lieutenant (1) and Fire Apparatus Engineer (4) and other volunteer 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 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.