

**CITY OF TEGA CAY, SOUTH CAROLINA
JOB DESCRIPTION, January 2019**

**JOB TITLE: FIRE CHIEF
FIRE DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, plans, directs, and coordinates the administrative and operational activities of the City of Tega Cay Fire Department. Work involves formulating and developing policies, rules, and regulations; supervising department staff; overseeing fire inspections; directing fire safety education and related public relations activities; and ensuring safety of life and property of citizens in the event of fire. Reports to the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises department employees, which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline and salary increases.

Directs and supervises the conduct of mitigation activities at emergency scenes to include technical rescues, fire suppression, hazardous materials response, and others such as investigations.

Develops operating procedures for the department to ensure safety of personnel and compliance with local, State, and Federal standards.

Supervises and manages all department personnel, including Volunteer Fire Fighters in the conduct of daily operations.

Forecasts and plans for current and future budget needs to include capital, general, operating, and community needs.

Reviews all inspection activities to ensure application of appropriate fire and life safety codes.

Coordinates department resources with other City, State, and Federal agencies in the conduct of mitigation, special event management, community safety, and grant application.

Manages and ensures the competency of department personnel through scheduling, coordinating, teaching, and overseeing the skills development programs for effectiveness and safe job performance.

Participates in directing activities such as fire suppression, technical rescue, hazardous material response, etc.

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Acts as department representative at community civic functions, legislative processes, and governmental meetings in the capacity as to make recommendations and carry out policy decisions as directed by City Management.

Receives and/or reviews various records and reports such as NIOSH after action reports, Homeland Security and SCIEX bulletins, weather statements, interoffice memorandums, and database information.

Prepares and/or processes various records and reports such as policy and standard operating procedures, notices and memorandums, budget plans, annual department budget, and grant applications.

Refers to NFPA codes, technical manuals, after action reports, Internet, policy and procedure manuals, codes / laws / regulations, publications and reference texts.

Operates a variety of vehicles such as pumper trucks, response vehicles, haz-mat response vehicles, etc. and a variety of normal office equipment such as computers, fax machines, printers and handheld devices such as tablets or smart phones.

Uses a variety of tools such as thermal imaging camera, radios, personal accountability system, etc.; a variety of supplies such as technical manuals, forecasts and bulletins, code manuals, general office supplies, etc.; and a variety of computer software such as Firehouse, Microsoft Office, Aloha, etc. Must also have the ability to learn any new software that may be prevalent to the position and fire services in the future.

Interacts and communicates with various groups and individuals such as the City Manager; other Department Heads within the organization; department personnel; Local, State, and Federal agencies; business owners; fire victims; media; and the general public.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by the City's Safety and Risk Manager. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

ADDITIONAL JOB FUNCTIONS

Assimilates and coordinates reports, documents, spreadsheets, and other information in the flow of daily activities.

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Performs various administrative tasks as required, including preparing reports, correspondences and presentations and entering and retrieving computer data, copying and filing documents, reviewing professional journals, returning telephone calls, attending and conducting meetings, answering the telephone, etc.

Performs other related duties as may be required by the City Manager.

MINIMUM TRAINING AND EXPERIENCE

A Bachelor's degree in fire science or fire administration and ten years of experience in same is preferred. Candidates may also possess an equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must be currently certified as Firefighter-2 and have successfully completed Fire Officer 1 certification. Candidates may be required to possess additional certification(s) as deemed necessary by the City Manager. Must possess a valid driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including fire apparatus and other firefighting equipment, etc. Must be physically able to exert up to one hundred pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves reaching, stooping, bending, standing, walking, climbing, balancing, etc. Must pass applicable physical in accordance with NFPA 1582.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor. Includes the giving of instructions and assignments to subordinate personnel.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents, reports, etc., using the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to communicate with schools, students, immediate supervisor, subordinates, architects, engineers, builders, and the general public with poise, voice control and confidence.

Intelligence: Has the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must have the ability to deal with several abstract and concrete variables.

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Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions. Must be able to use and interpret engineering, legal, counseling, accounting, mechanics, electrical and personnel terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and decimals; to determine time and weight; to utilize algebraic, geometric and trigonometric system; and to utilize basic statistical formulas and inferences.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using firefighting equipment and machinery, automated office equipment, and hand tools. Requires the ability to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, fire equipment and vehicles, control knobs, switches, etc. Must have levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Fire Department as they pertain to the performance of duties of the Fire Chief. Has considerable knowledge of the practices, procedures, rules, and regulations of the position. Has extensive knowledge of the various fire codes and ordinances related to the activities of the department and is able to ensure implementation and enforcement of same. Has knowledge of supervisory techniques and methods and is able to supervise firefighters effectively. Is able to oversee the work of subordinates and to promote their safety. Has knowledge of the activities related to fire administration and firefighting. Has knowledge of how to maintain emergency vehicles and related equipment, supplies, and materials. Is highly skilled in administering first aid and CPR, as well as other medical treatments and assistance. Has knowledge of how to communicate

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effectively, tactfully, and persuasively with members of the public in difficult situations which may arise. Has knowledge in all proper techniques relating to firefighting and extinguishment. Is able to communicate both orally and in writing with various agencies, and individuals of a variety of professions. Is able to respond, act, and think, quickly and accurately in stressful and/or emergency situations. Is able to maintain accurate records of policies and procedures established by the department. Is skilled in planning and formulating departmental budgets as necessary, and in monitoring related expenditures. Is able to communicate effectively and professionally, follow instructions, and give instructions clearly and concisely. Is able to operate and maintain various equipment and machines, operating same in safe manner. Is able to work in varying degrees of adverse weather conditions. Has knowledge of how to operate two-way radio equipment. Has knowledge of radio codes and signals. Is able to work under highly stressful conditions. Has knowledge of training methods and has the ability to instruct others through explanation, demonstration, and supervised practice. Is able to inspect the work of subordinates to ensure safe and proper compliance with all applicable standards and regulations. Is capable of providing guidance and assistance to members of the general public as needed.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all City departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising

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judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

Staffing: Works with Personnel Department to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and City. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether

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their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of City goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in professional and personal growth. Shows confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and City. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies in order to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

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