

Job Title: Fire Chief
Department: Fire
Reports to: City Manager

FLSA: Exempt
Adopted:

Job Summary: This is professional, administrative, and supervisory work responsible for directing the activities of the Cochran/Bleckley County Fire Department. Work involves planning and managing the operations of the department involved in fire prevention, fire suppression and management of emergencies. This position participates in all difficult emergency situations. This position may help manage the administrative transition to a consolidated City/County Fire Department.

Major Duties:

- Plans, directs, and supervises the work of Fire personnel, including full-time, part-time and volunteer firefighters; plans and schedules work; establishes priorities; instructs and trains in correct methods and procedures; monitors work; reviews and evaluates employee performance;
- Develops and establishes annual departmental objectives and long and short range goals to ensure the effective delivery of quality services to the public through effective operation of the department; develops, reviews, and publishes the department's annual report;
- Assumes command of activities at fire and emergency scenes, assesses condition of, aids, and stabilizes victims; ensures safety of departmental personnel while at the scene of an emergency;
- Appoints and supervises a Training Officer for the department. Assists the Training Officer with scheduling training sessions; ensures that training is performed in a timely manner and training records are properly maintained;
- Ensures that the training of departmental personnel is performed according to the Georgia Firefighters Standards and Training Council and pertinent national standards, and ensures that personnel are scheduled for needed training;
- Directs the preparation and analysis of fire, emergency medical services, and communications records and reports to ensure efficient departmental operations;
- Reviews fire and first responder reports; prepares and reviews monthly and annual reports for distribution to various departments and agencies; prepares departmental communications and correspondence on a daily basis; coordinates activities with County, State and Federal agencies;
- Develops and implements policies and procedures to enhance the safe operation of the department; ensures employees comply with City, County, and departmental policies, procedures and safety rules;
- Assists the City Manager with developing an annual departmental operating and capital budget; operates the department within the approved budget and ensures all expenditures are made in strict compliance with City and County purchasing policies and ordinances;
- Develops, maintains, and enforces departmental Standard Operating Procedures; ensures proper maintenance and testing of fire trucks, vehicles, fire equipment and tools, and manages maintenance records; ensures corrective measures are taken to resolve safety hazards or maintenance problems;
- Develops a strategy for department reviews by the Insurance Services Office, Inc. (ISO); manages departmental improvements to ensure favorable reviews by ISO, Inc.

Job Title: Fire Chief (continued)

- Researches and applies for federal and state grants and other external funds to support the Fire Department;
- Attends seminars and participates in training programs and certification classes in modern fire fighting methods, investigations, and administration as required; addresses various community groups to explain and promote public understanding of fire safety and prevention;
- Provides fire safety programs to community groups, including schools/ civic organizations;
- May perform all duties of a Firefighter;
- Operates city and county vehicles and equipment in performance of duties.
- Works as a member of a team with other City and County departments and directors;
- Performs other related work as required.

Knowledge Required by the Position:

- Comprehensive knowledge of modern fire fighting theories, practices, and techniques;
- Comprehensive knowledge of fire administration, fire safety codes, firefighting techniques, fire prevention, communications and rescue and hazardous materials, including hazardous wastes, pesticides and fertilizers.
- Comprehensive knowledge of the use and operation of all fire equipment and apparatus;
- Ability to acquire comprehensive knowledge of the federal, state and local laws relating to fire and rescue, and emergency medical services;
- Ability to acquire thorough knowledge of City, County and departmental policies and procedures;
- Ability to acquire thorough knowledge of the geography of the City and County including the location of principal buildings, streets, fire hydrants and alarm boxes;
- Thorough knowledge of management principles and supervisory practices;
- Thorough knowledge of grants and external funding sources for funding programs;
- Thorough knowledge of Insurance Services Office, Inc. (ISO) rating criteria;
- Ability to communicate clearly and effectively, orally and in writing;
- Ability to plan, direct and supervise the work of subordinate personnel;
- Ability to develop, interpret, and enforce safety rules and departmental policies and procedures;
- Ability to analyze situations and initiate appropriate course of action;
- Ability to manage emergency or crisis situations;
- Ability to develop, prepare, and present accurate and comprehensive recommendations, analyses, and reports;
- Ability to establish and maintain effective working relationships with City employees, County employees, volunteers, City and County officials, various agencies, and the general public;
- Ability to drive and operate the department's assigned vehicles, tools, and equipment in a safe and efficient manner;
- Ability to maintain required licenses and certifications;
- Ability to work in extreme weather and hazardous environmental conditions;

Supervisory Controls: This job is performed under the supervision of the City Manager.

Guidelines: Guidelines include federal, state, and local laws, ordinances, and regulations, City of Cochran administrative policies and procedures, Bleckley County administrative policies and procedures, Fire Department standard operating procedures, International Building, Fire, and Mechanical Codes, NFPA Standards and Codes, Insurance Services Office, Inc. (ISO) standards, Ga. Firefighter Standards and Training Council requirements, and the Commission on Fire Accreditation, International policies and procedures.

Physical Demands: The Fire Chief must meet the physical demands required for Firefighters. Firefighters must be able to see, speak and hear clearly in noisy and stressful situations. The employee must meet required physical and medical standards and all other Civil Service requirements. The employee must be able to carry, drag, or restrain individuals or equipment that weigh a minimum of 100 pounds. Varying work schedules and shift work is required, and may be recalled for emergency duty as needed.

Personal Contacts: Contacts are typically with co-workers, emergency victims, other public safety personnel, the general public, local, state, and federal officials, other City and County departments, service agencies, elected officials, builders and contractors, attorneys, architects, engineers, business professionals, healthcare professionals, insurance company representatives, investigators, teachers, vendors, manufacturers, utility companies, alarm companies, students, children, civic groups, media representatives, suspects, and witnesses.

Purpose of Contacts: Contacts are typically to give and exchange information, give direction, resolve problems, and provide services.

Work Environment: Most Firefighter work is performed in various indoor settings including living quarters and office areas. Varying work schedules are required. Hazardous tasks performed under emergency conditions may require strenuous exertion under such handicaps such as limited visibility, exposure to hazardous or toxic chemicals or gases, extremes in temperature, cramped surroundings, and contact with death, emotional stress, trauma, contagious disease and terminal illnesses. Firefighters are also exposed to extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects, and atmospheric conditions such as smoke, fumes, odors and gases. May be required to wear protective equipment such as: a hard hat, face and ear protection, breathing apparatus, fire protective leather gloves, boots, fire retardant clothing, and to utilize body substances isolation – including latex gloves, eye protection, pocket valve resuscitation masks, and bag valve masks.

Supervisory and Management Responsibility: This position is responsible for supervision of fire department employees and volunteers.

Minimum Qualifications:

Associate's degree in fire science or related field from a regionally accredited institution, Bachelor's Degree preferred; seven years of progressively responsible full-time experience as a certified firefighter, including at least two (2) years in middle or executive management in a fire service. Must possess valid driver's license; preferred Class F driver's license; preferred certification as a Public Fire Safety Educator, preferred Fire Instructor I, preferred NPQ IV, satisfactory motor vehicle report; must pass employment physical and drug screen; and must

pass a criminal background check.

Application: Submit a cover letter addressing the above description and qualifications, resume, and three references with current email, mailing address and telephone number to: City Hall, Lisa Chastain, City Clerk, P.O. Box 8, Cochran, GA 31014. The review of applications will begin on June 22, 2015 and continue until the position is filled. The City of Cochran is an Equal Employment Opportunity Employer