



## **Fire Chief Job Description**

### **GENERAL NATURE OF WORK**

Performs highly responsible work, which involves planning and directing all activities of the City Fire Department.

The Fire Chief is responsible for the administration and co-ordination of all fire department activities through the supervision of subordinate officers and review of their activities. This employee establishes policies, procedures, and regulations for the department, makes decisions pertaining to fire fighting and fire prevention operating standards within the limitation of laws, regulations and established policies from high authority, and approves training plans and programs. Work includes preparation of the annual budget, drafting specifications for new firefighting equipment and apparatus, and makes recommendations for increases in facilities, equipment and personnel. Work is performed under the direction of the City Manager who establishes administrative policy and review work primarily in the broad interest of insuring fire safety for the City.

### **SUPERVISORY RESPONSIBILITY**

This individual is responsible for all aspects and operations of the City of Quitman Fire Department, including the supervision of all employees.

### **WORKING CONDITIONS**

A variety of indoor and outdoor environments. Employees are subject to inclement weather, hazardous conditions, and strenuous physical exertion when fighting fires. Shift schedule is twenty-four hours on and forty-eight hours off.

### **PUBLIC CONTACT**

This is a highly visible position. The Fire Chief has extensive contact with other employees, the general public, the various news media, and local government officials.

### **PHYSICAL DEMANDS**

Extreme physical demands when fighting fires and also high demands in station and training duties. The individual must be able to lift fifty-sixty pounds of gear while climbing ladders and pulling charged hoses through adverse conditions. Must also

comply with Georgia Laws 1971, pp. 693-698 (Revised GA Annotated Codes Chapter 25-4-2).

**Essential Job Functions:**

Plans, organizes, assigns and directs departmental operations with respect to equipment, apparatus, and personnel; maintains an inventory of department equipment and supplies; approves training plans and programs for the department; recommends long range plans for equipment, facilities and manpower to City Manager.

Prepares annual Fire Department budget and submits the budget to the City Manager.

Supervises and coordinates the enforcement of fire prevention laws and ordinances such as safety regulations for public gatherings, the handling and storage of combustible materials, and the use of inflammable liquids and explosives; oversees issuance of occupancy certificates and various special permits.

Assumes charge of all fire occurring in schools, churches, hotels, motels, hospitals, nursing homes, theaters, industrial plants, factories, and other places of public gatherings.

Assist the City Manager in purchasing and budgetary control; prepares specifications for new equipment and apparatus; assists personnel office in personnel recruitment and promotion programs and policies subject to approval of the City Manager.

Directs the preparation and analysis of fire records and reports.

Supervises inspection of City for fire hazards; investigates cases involving arson or calls State Fire Marshal's office for assistance; collects and preserves evidence.

Attends City Council Meetings when requested; attends regional and other educational programs.

**Other Job Functions:**

The following examples are illustrative of the duties assigned to positions of this class. No attempt is made to be exhaustive in this listing:

Performs related work as required.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of the principles and practices of modern fire department administration.

Thorough knowledge of City and County geography, including location of streets, principal buildings, fire hydrants, and fire alarm boxes.

Ability to plan, install and carry out personnel training and fire prevention programs.

Ability to write and speak effectively.

Ability to establish and maintain effective working relationships with civic and official groups and the public, as well as command and hold the respect of subordinates.

### **TRAINING AND EXPERIENCE**

The following standards express the minimum background of training and experience DESIRABLE as evidence of an applicant's ability to qualify for positions within the class. Other training or experience if evaluated as equivalent, may qualify the applicant for the position.

Completion of standard high school courses of study preferably supplemented by college level courses in administration and by special courses in firefighting and prevention techniques. AND

Minimum of five years of experience in progressively responsible firefighting positions, with considerable command experience.

### **NECESSARY SPECIAL REQUIREMENTS**

Must meet the requirements of Georgia Laws 1971, pp. 693-698 (Revised GA Annotated Codes Chapter 25-4-2) .

Georgia Laws 1971, pp. 693-698 (Revised GA Annotated Codes Chapter 25-4-2) requires that any person appointed to a position in this classification

"Shall satisfactorily complete Unit FDC 101 of the Georgia Firefighters Standards Course of Study of the Georgia Fire Academy within twelve (12) months after being appointed."