

FIRE CHIEF

FIRE DEPARTMENT FLSA STATUS: EXEMPT



POSITION SUMMARY

Performs difficult professional and administrative work planning, organizing and directing all operations and programs of the Spartanburg County Fire Department; to ensure the best possible control in emergency situations in order to protect the lives and property of those in need of assistance, and to perform related technical, administrative and supervisory work as required. This position researches and formulates long range goals for the organization, develops policies, and works closely with chief administrative officers, other county officials, county administration, and elected officials. Work is performed under the general supervision of the County Administrator or Deputy County Administrator as assigned. Supervision is exercised over full time firefighting and administrative staff, part-time firefighting staff, and volunteer firefighting staff.

ESSENTIAL DUTIES

- *Plans, organizes and directs programs and activities for effective fire prevention, fire suppression, specialized rescue, hazardous materials mitigation, and public fire education operations. Ensures the department's compliance with applicable federal, state and local laws and regulations and standards of safety.*
- *Supervises Fire Department personnel through the chain of command; assigns workloads and establishes work schedules. Supervisory duties include instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel. selecting new employees; acting on employee problems; recommending and approving employee discipline, discharge and promotions.*
- *Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed. Provides for adequate employee training and development programs. Develops policies and procedures to govern the activities of the Fire Department and ensures implementation of the same. Develops and oversees a volunteer firefighter recruitment and retention program. Oversees the development and administration of the department budget; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Controls department procurement: reviews and gives departmental approval to specifications for new equipment and apparatus. Oversees the maintenance of facilities and equipment.*
- *Directs the preparation and analysis of departmental records and reports to ensure efficient operations, meet service demands and comply with authorized requests for information regarding departmental activities and personnel. Cooperates with other County departments and other local, state and federal organizations to improve fire prevention, suppression and rescue capabilities, methods, and techniques. Studies the growth of the fire district and general building trends and makes recommendations for expansion and improvement of firefighting, rescue and other emergency services.*
- *Responds to major incidents to coordinate mitigation, evaluate operations and to provide liaison to other agencies, takes command and supervises emergency operations at the scenes of incidents when necessary. Attends and participates in public functions to promote fire prevention and to establish and maintain favorable public relations. Establishes and maintains mutual aid agreements with other fire / emergency response agencies.*
- *Receives and responds to public and news media inquiries, concerns, complaints and requests*

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

for assistance regarding areas of responsibility. Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, reviewing mail and literature, attending and conducting meetings, etc. Attends required training courses and seminars. Attends national, regional, state, and local conferences, conventions, and other meetings to remain knowledgeable of modern fire / rescue service methods and administration.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of modern principles and practices of fire department operations; comprehensive knowledge of the national incident management system; comprehensive knowledge of department rules and regulations; comprehensive knowledge of the physical layout of the fire district; thorough knowledge of supervisory principles and practices; the ability to establish and maintain effective working relationships with associates; the ability to maintain detailed records and prepare reports.

PHYSICAL REQUIREMENTS

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

EDUCATION AND EXPERIENCE

- *Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration, fire science, or related field and extensive experience in fire department administration is required.*
- *A bachelor's degree or education and training equivalent to four years of college education is desirable.*
- *At least 5 years experience as a Chief Fire Officer is required.*

LICENSE, CERTIFICATIONS, AND OTHER REQUIREMENTS

- *All regular full-time and part-time employees of Spartanburg County are required by state law to participate in the South Carolina Retirement System.*
- *Possession of a valid Class E driver's license issued in the state of South Carolina.*
- *Possession of EMT or Emergency Medical Responder is preferred.*
- *Must have and maintain the NFPA Firefighter 2, Fire Instructor 2, and Fire Officer 2 training with*

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preference of NFPA Fire Officer 3 and Fire Officer 4 training

- *Must be trained in a minimum of Hazardous Materials Operations level and maintain this training.*
- *Must have NIMS Incident Command training and experience operating in this system.*
- *Must pass a firefighter physical and drug test prior to hiring.*
- *Must meet and maintain all requirements for the position as established by Spartanburg County and the State of South Carolina including a criminal background report by a law enforcement agency (South Carolina Firefighter Employment and Registration Act Section 40-80-10)*

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