

## FIRE CHIEF

GRADE PS26

FLSA Status: Exempt

### **GENERAL DEFINITION OF WORK:**

Performs difficult administrative and supervisory work planning, directing, coordinating and overseeing the Department of Fire, Rescue and Emergency Management, including fire, rescue and emergency management. Serves as Chief Executive Officer of the Department of Fire, Rescue and Emergency Management, which includes the responsibility for staffing, training, budgeting and all other administrative matters; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel. Position is considered essential personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, directing and supervising the overall operations of emergency services; coordinating all emergency operations; handling personnel and public information matters; ensuring that all laws, regulations and procedures are followed; maintaining appropriate records and files.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises all operational and administrative matters of the Department of Fire, Rescue and Emergency Management, such as emergency incident operations, fire and injury/illness prevention program delivery, training and education for the preparedness of Department
- Oversees the daily operations of the Department of Fire, Rescue and Emergency Management in accordance with OSHA, NFPA, VAOEMS and other state/federal regulations.
- Provides oversight and supervision over division supervisors.
- Serves as the appointed Coordinator of Emergency Management; develops, prepares, trains and updates all emergency and disaster plans, for natural (weather events) and man made (homeland security events).
- Maintains the Basic Emergency Operations Plan with all applicable annexes and special risk areas, and the Hazmat and Emergency Transportation plan, and other site specific plans such as schools, hospitals, power plants and governmental facilities to include Federal; completes State and Federal capability assessments; applies for grants such as Homeland Security Funding and the Fire Act Grant; coordinates disaster responses and cost recovery and mitigation; supervises and oversees planning consultants for special projects related to emergency planning; meets with public/civic and private groups to speak about homeland security.
- Serves as representative for emergency incidents; coordinates with the Volunteer Fire Rescue Association; works with Volunteer Fire Rescue to develop plans and programs for providing coverage to emergency incidents including long range strategic planning.
- Supervises the Public Access Defibrillation program.
- Supervises and participates in recruitment, hiring, training, disciplining, counseling, performance evaluations and coordination of scheduling staffing/station assignments.
- Responds to large incidents (fire/mass casualty) and hazardous material spills providing operational support for life safety, incident stabilization and recovery efforts, to include cost recovery; answers complaints and concerns.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of fire administration, including organization, staffing, financing, equipment management and maintenance, records and reports; comprehensive knowledge of modern firefighting techniques and equipment; comprehensive knowledge of the geography of the County; comprehensive knowledge of the laws and regulations relating to the control and prevention of fire; ability to plan, layout and review the activities of a fire and rescue department and to maintain discipline; ability to exercise sound judgment in emergencies; ability to analyze the effectiveness of a firefighting organization and to institute improvements; ability to prepare and review reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with subordinates, other officials, other county agencies, volunteer fire and rescue companies, and the general public.

### **EDUCATION AND EXPERIENCE:**

Minimum of a Bachelors degree, with a Masters degree preferred, from an accredited college with major course work in Fire Science, Fire or Public Administration with extensive experience in fire and rescue to include considerable supervisory experience or 5 years of Fire Chief experience. Graduation from the National Fire Academy Executive Fire Officer (EFO) Program is preferred. Comprehensive knowledge of Fire Administration, including organization, staffing, financing, equipment management/maintenance and records/reports are required in addition to ability to maintain discipline, analyze the effectiveness of a firefighting organization and institute improvements.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some 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, standing, walking, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and wearing a respirator.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.