



CITY OF
Swainsboro GEORGIA
Crossroads of the Great South



Fire Chief

This position is responsible for planning, administering, and directing the city's Fire Department operations.

ESSENTIAL FUNCTIONS

- Oversees the general direction, supervision, and evaluation of all paid and reserve personnel, including employee safety, training, and job performance.
- Develops annual department requests for City Administrator review and approval; monitors and controls department appropriations and expenditures; supervises the acquisition and disposition of grant expenditures.
- Ensures that monthly reports are completed by staff in a timely manner; prepares and submits reports to the City Administrator, attends monthly City Council and committee meetings.
- Recommends to the City Administrator all appointments, promotions, demotions, transfers, and terminations of personnel.
- Supervise all departmental personnel with assistance from subordinate officers; investigates all disciplinary matters and recommends appropriate disciplinary action to City Administrator.
- Recommends and enforces all department policies, procedures, rules, and regulations.
- Evaluates employee job descriptions, standard operating guidelines, and personnel policies and procedures; makes recommendations for Board policy changes.
- Assesses and responds to citizen complaints in a timely, courteous, and effective manner.
- Evaluates the need for and recommends to the City Council the purchase of new equipment, apparatus, additional personnel, and emergency supplies as needed.
- Responds to alarms; administers initial emergency procedures when necessary; directs activities at the scene of emergencies as required; inspects property for fire dangers and damage.
- Oversees all firefighting operations and fire prevention procedures, including disaster relief and prevention, hazardous materials, flooding and flood damage prevention, safety and risk management.
- Coordinates mutual aid agreements with local fire departments.
- Maintains and implements city disaster preparation plans.
- Supervises the development and enforcement of regulatory ordinances and codes regarding fire prevention and community service.

- Provides guidance to department officers in the planning and implementation of operations, programs, training, and personnel management.
- Takes appropriate safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents; uses all required safety equipment and procedures.
- Promotes positive relations with other Fire Departments and associated agencies to ensure appropriate mutual aid responses.
- Attends professional, trade, and community meetings, trainings, and events.
- Prepares shift schedules for all personnel.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles, practices, and procedures involved in the administration and management of a municipal fire department.
- Knowledge of fire prevention, suppression, and investigation standards, practices, strategies, tactics, and apparatus.
- Knowledge of laws, codes, regulations, and policies related to municipal fire code enforcement.
- Knowledge of the geography of the city and the city water system.
- Knowledge of the methods and techniques involved in the prevention and suppression of fire.
- Knowledge of the approved principles and practices of arson investigation.
- Skill in management and supervision under both routine and emergency situations.
- Skill in decision making and problem solving.
- Skill in the operation and use of fire equipment and apparatus.
- Skill in developing and implementing long-term operations plans.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include NFP A guidelines, life safety codes, city personnel policies, city codes, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

COMPLEXITY /SCOPE OF WORK

- The work consists of varied administrative, managerial, supervisory, and technical duties. Emergency and life-threatening situations contribute to the complexity of the work.
- The purpose of this position is to direct the city's fire and emergency response functions. Successful performance helps ensure the protection of community life and property.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, except while at fire or other emergency scenes. The employee may be exposed to machinery with moving parts, irritating chemicals, extreme temperatures, hazardous situations, and inclement weather. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over all Fire Department personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experiences sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act.