

**CITY OF WEST COLUMBIA, SOUTH CAROLINA
JOB DESCRIPTION – REVISED 05/09/2017**

JOB TITLE: FIRE CHIEF

GENERAL STATEMENT OF JOB

Under limited supervision, is responsible for managing, directing, controlling, and supervising the administration of a safe and effective program of fire control within the city of West Columbia and assigned fire service district. Enforces fire safety codes to ensure the protection of lives and property of citizens. Works under stressful, high-risk conditions. Reports to the city administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Manages, directs, controls, plans and implements a program of fire safety, suppression and prevention for the city of West Columbia and assigned fire service district; supervises, leads, and directs subordinate firefighting personnel; and ensures that subordinates maintain required level of knowledge in firefighting and rescue techniques and theories.

Assists in planning, developing, scheduling, and conducting training classes and drills for subordinate personnel in order to ensure that staff is kept abreast of current firefighting theories and techniques in fire prevention, fire suppression, fire safety, etc.

Makes and reviews work assignments of subordinate staff, conducts performance evaluations and makes recommendations for promotions, salary increases, dismissals, etc., as appropriate; provides leadership and guidance as needed. Counsels personnel as needed and administers disciplinary actions as necessary.

Develops, plans, and implements short-range and long-range goals and objectives for the department; enforces city and departmental policies and standard operating procedures, making recommendations for changes to procedures as necessary.

Researches, administers, and monitors annual budget for the department; approves departmental purchases and expenditures; prepares requisitions for supplies, equipment, tools, etc., as needed by the department, which may include fire suppression vehicles, forcible entry tools, hoses and appliances, uniforms, housekeeping supplies and equipment, etc. Reviews and approves invoices for payment.

Takes active charge at emergency and fire scenes, assigns personnel and equipment, supervises crowds, by-standers, subordinates, etc., and ensures the safety of all individuals present at scenes; maintains constant contact with dispatchers and subordinates during emergency situations as required.

Responsible for the efficient maintenance and readiness of firefighting vehicles and equipment at all times.

Reviews and studies pre-fire plans; makes appropriate recommendations for changes, additions, etc.

ESSENTIAL JOB FUNCTIONS (continued)

Ensures that fire inspections are conducted, fire safety codes are enforced, and violations are corrected; makes recommendations to contractors, engineers, owners, etc., relative to methods of correcting violations; interacts with local building inspectors, State Fire Marshall, deputies, fire inspectors, attorneys, insurance adjusters, etc., in enforcing applicable codes.

Reviews fire reports, insurance reports, inspection and equipment reports, training records, etc., in order to ensure accuracy and completeness in a timely manner; researches information and prepares specifications on equipment needed for department vehicles and trucks.

Receives, investigates, and handles complaints from citizens, subordinate staff, etc., and responds to complaints in a professional and timely manner.

Responds to paged emergency alarms during off-duty hours.

Operates and/or utilizes all types of firefighting equipment as well as a variety of office equipment.

Assists in fire suppression as needed, performs the duties of a firefighter.

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned and provides assistance to other employees and departments as needed.

MINIMUM TRAINING AND EXPERIENCE

Requires an associate degree or vocational/technical training in fire suppression or related field and ten (10) years of experience in related area, some of which must have supervisory experience in fire and life safety education, prevention and emergency response work within a municipal or county fire department. Other required skills include Hazardous Materials Operations, Incident Command, Incident Safety Officer, Fire Officer I & II, National Firefighter I and II, and Technical Rescue. Must have some knowledge of fire investigation and fire inspection. Must have completed the EMR certification level or higher. Must possess a valid SC driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a motor vehicle as well as a variety of types of firefighting including hose and appliances, and other equipment including office machines, computers and electronic devices. Must be physically able to exert up to one hundred (100) pounds of force occasionally or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work often requires crouching, crawling, climbing, balancing, kneeling and/or stooping. Must be able to lift and/or carry weights of approximately one hundred fifty (150) pounds. Must be physically able to react quickly to a dangerous situation.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS (continued)**

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers and assistants. Includes the receiving of information and instruction from supervisor.

Language Ability: Requires the ability to read a variety of books and manuals as well as documents and reports. Requires the ability to prepare documents and reports such as activity reports, payroll, personnel reports, requisitions, budget reports, fire fund reports, and general letters of correspondence, etc., using the proper format, punctuation, spelling and grammar, using all parts of speech, etc. Requires the ability to communicate with co-workers, other city personnel, representatives from state agencies, city administrator, mayor and council members, contractors, attorneys, insurance adjusters, sales representatives, and the general public. Must be able to communicate clearly and concisely, in a manner that is easily understood by a varied audience with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables. Requires the ability to apply principles of rational systems such as fire prevention and suppression, personnel, emergency medical services, etc. in order to solve problems and deal with a variety of concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing firefighting and other equipment. Must be able to operate a fire emergency vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have high levels of eye/hand/foot coordination.

Visual Discernment: Requires the ability to differentiate colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has extensive of the principles of organization, planning, management and supervision as they relate to the Fire Department. Is able to supervise the activities of subordinate staff on a day-to-day basis. Is able to develop and administer policies, plans and budgets for the division and monitor performance against established goals. Has extensive knowledge of the various codes and ordinances that relate to the areas under supervision and is able to ensure their implementation and enforcement. Is able to develop and implement such programs as recruitment, fire prevention, training, inspections, and equipment maintenance. Has considerable skill in working with numerous groups involved with the Fire Department and fire prevention services. Has extensive knowledge of the general policies, rules, and procedures established by the city and other regulatory agencies to govern the Fire Department. Is able to maintain control of assigned activities through effective supervision of subordinates and the application of good human relations techniques. Has considerable knowledge of the structure, functions and inter-relationships of state and local governments as these relate to assigned responsibilities and is able to apply that knowledge effectively. Is able to analyze problems that arise in the areas under supervision and recommend solutions. Is able to use judgment and discretion in managing the department, handling emergency situations, determining which programs are to be implemented in the department, setting departmental priorities, making recommendations concerning new ordinances, handling complaints from the public, etc. Is able to assemble and analyze information and make written and oral reports concisely, clearly and effectively. Is able to comprehend, interpret and apply regulations, procedures and related information. Has good organizational, technical, management and human relations skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all city departments and divisions, co-workers and the general public, as well as employees of other police and fire agencies.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities." Performs other related work as required.

Dependability: Assumes responsibility for completing work in a timely manner and for meeting deadlines. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Fire Department and city policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises independent judgment in routine as well as critical or high-risk situations. Identifies problems or solutions as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert

or experienced advice and researches problems, situations and alternatives before exercising judgment.

PERFORMANCE INDICATORS (continued)

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with Fire Department and/or city policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the city. Works with other agencies, municipalities, and/or city departments in responding to fire and emergency calls, conducting fire investigations, and/or providing assistance as needed.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual benefit for the Fire Department and city benefit. Contributes to maintaining high morale among all city employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the city and to project a good city image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Fire Department and the city. Emphasizes the importance of maintaining a positive image with the Fire Department and the city. Interfaces effectively with higher management, city administrator, other professionals, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work, and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events. Uses judgment in deciding which calls receive priority.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Fire Department, the city and various regulatory agencies. Sees that the standards are not violated. Works under hazardous or dangerous conditions, often involving a great deal of personal risk and risk to others.

Planning: Plans, directs and uses information effectively to enhance activities and production of the department. Knows and understands expectations regarding such activities of the department and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives of the department and the city. Within the constraints of Fire Department policy, formulates the appropriate strategy and tactics for achieving departmental and city objectives. Organizes, arranges, and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve such goals and objectives of the department and the city.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that staff members know what results are expected of them, and that they are regularly and appropriately informed of all city and department matters affecting them and/or of concern to them.

Staffing: Works with human resources director and upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring they are properly inducted, oriented and trained in the

policies and procedures to be followed by employees of the Fire Department and ensures that employees are familiar with duties and responsibilities as described in specific job descriptions.

PERFORMANCE INDICATORS (continued)

Leading: Provides a work environment which encourages clear and open communication. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge so they know whether their performance levels are satisfactory. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Fire Department and city standards, methods and procedures.

Delegating: Assigns additional duties as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff members to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and the city. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Fire Department and city policies regarding the department and functions of the organization. Adheres to those policies in the discharge of duties and responsibilities, and ensures the same from subordinate staff.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies of the Fire Department and city and continually reviews department policies to ensure any changes in city philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and department morale and performance. Strives to ensure that established policies enhance same. Aids in the development of new policies for the city or related departments.

DISCLAIMER: This job description is not an employment agreement or contract. The city has the exclusive right to alter this job description at any time without notice.

The city of West Columbia is an Equal Opportunity Employer. The city does not discriminate on the basis of race, religion, color, sex, age, national origin or disability. In compliance with the Americans with Disabilities Act (ADA), the city of West Columbia will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.