

# City of Charleston

South Carolina

An Equal Opportunity Employer

## JOB DESCRIPTION

<b>Job Title:</b>	<b>CHIEF OF FIRE DEPARTMENT</b>	<b>Job Code:</b>	09305
<b>Dept:</b>	28 – Fire	<b>FLSA:</b>	Exempt
<b>Division:</b>	210000 – Fire	<b>EEOC:</b>	O&A
<b>Location:</b>	Wentworth Street	<b>Work Comp:</b>	8810
<b>Reports To:</b>	Mayor	<b>EM Status:</b>	Essential
<b>Normal Schedule:</b>	Mon – Fri, 8:30 a.m. – 5:00 p.m.	<b>Pay Grade:</b>	UNC

### SUMMARY

Manages the Department of Fire as defined by City ordinance and directed by the Mayor. Directs the organization's public services by performing the following duties personally or through subordinate managers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. May require evenings, weekends, and holidays as necessary. Other duties may be assigned.

Manages the Department of Fire.

Selects, develops, and supervises staff.

Prepares budget and directs expenditure of department funds and keeping of department records.

Directs and manages all fire suppression and prevention activities.

Serves as primary spokesperson for fire-related issues.

Evaluates effectiveness of fire prevention and suppression and services.

Performs other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

Manages approved number of employees in the Department. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing

complaints and resolving problems.

### **EMERGENCY RESPONSIBILITY**

In the event of major storms or other emergency situations, this position may be subject to 24-hour shifts or any other emergency schedule that is necessary to meet the City's needs.

### **DECISION MAKING AUTHORITY**

Decision making authority requires the ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Has an extensive knowledge of policies, procedures and past practices and makes executive-level decisions based on this knowledge. The decisions affect the entire organization and/or the general public and impact the operations of every facet of the organization.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Fire Science, Fire Service Administration, Public Administration, Business Administration, Management or a related field. A minimum of 15 years of full-time, well rounded experience in the fire service that includes a minimum of ten years of progressive fire service supervisory and command experience, or an equivalent combination of education and experience. Completion of Executive Fire Officer Program at the National Fire Academy highly preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid South Carolina Driver's License.

### **COMPUTER SKILLS**

To perform this job successfully, an individual should have extensive knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, City Council, public groups, and other organizations.

### **MATHEMATICAL SKILLS**

Ability to comprehend and apply principles of advanced mathematics. Ability to develop budgets, complex spreadsheets, financial analysis, etc.

### **REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

## **SAFETY**

The employee must establish and maintain a positive behavior toward occupational safety and health. Foster this positive safety attitude within the department. Ensure that all operations are performed with the utmost regard for the safety and health of all city employees. Ensure all new and existing employees within the department receive all required training. Ensure through frequent inspections that the work environment within the department is safe and that employees are working in a safe manner. Ensure all noted safety and health deficiencies are reported to the Safety Committee, corrected immediately and not repeated. Conduct monthly safety meetings with emphasis on noted deficiencies/injuries and corrective actions taken. Investigate and submit the Report of First Injury/Illness relating to all departmental accidents within 24 hours of each occurrence. Ensure adequate personnel protective (PPE) equipment is available and employees are wearing the appropriate PPE for the job assignment.

## **NOTICE**

The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job.