



## **JOB DESCRIPTION**

**Title:** Fire Chief  
**Dept/Location:** Fire/County Complex  
**Reports To:** Deputy Administrator – Public Safety  
**Supervises:** Yes

**Summary:** The Fire Chief manages all aspects of county-wide fire services, directs and coordinates the activities of the Fire Department, including rescue and emergency personnel, and responds to emergency scenes as needed.

**Essential Functions:**

- Supervises the department's overall daily operations and functions; oversees the workload and schedules of full-time, part-time, and variable-hour employees as well as volunteers.
- Evaluates and prepares work schedules; ensures any legal requirements are met; prepares cost estimates and departmental budgets; and provides oversight and maintenance planning of equipment and compounds.
- Supervises assigned staff. Supervisory duties include instructing, assigning, reviewing and planning the work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems; recommending and approving employee discipline; and recommending discharge as appropriate.
- Reviews the work of assigned staff for completeness and accuracy; offers training, advice, and assistance as needed.
- Periodically reviews and evaluates state and federal laws/requirements; ensures departmental compliance; and implements changes.
- Reviews current operations to modify procedures, standards, and quality to control.
- Responds to emergencies, inquiries and complaints from citizens, advocacy groups, government entities, media, etc.
- Informs the general public of crisis conditions, emergency response, life and death situations, on-scene updates, etc. through press releases; performs interviews with television,

radio, and print media; attends civic functions, sometimes after hours, representing the department on behalf of the County.

- Receives reviews; prepares and submits various records and reports including invoices, purchase orders, agendas, budget documents, cost spreadsheets, maps, training material, memos, etc.
- Plans, coordinates, and conducts test/trial emergencies to prepare staff and volunteers in crisis conditions.
- Ensures appropriate certifications and paperwork are processed for staff and works effectively and efficiently; meets necessary staffing requirements, guidelines, expectations, and goals of the department and state.
- Performs semi-annual/annual assessments of Fire Department locations; determines changes needed; develops plans for implementation; delegates to appropriate personnel; and provides oversight to ensure proper execution.
- Responsible for communication and coordination with surrounding counties and cities; works in cooperation as needed.
- Stays abreast of local, state, and federal laws and regulations which affect, or could affect, operations.

**Non-Essential  
Functions:**

- May fill the role of Emergency Support Function (ESF) 4 in the event the county Emergency Operations Center (EOC) is activated.
- Facilitates Mutual Aid Agreements when necessary.
- Performs all other related duties as required.

**Qualifications: Education and Work Experience**

- Bachelor's degree required.
- Must possess and maintain current required training and education at the S.C. Fire Academy and FEMA certification supplemented by eight to ten years of experience in fire protection, with at least three years as Chief.

**Physical Demands:**

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

- While performing the duties of this job, the employee will occasionally be required to sit, talk and hear, stand and walk, use hands to handle or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, crawl, kneel or crouch, and taste or smell.
- Must frequently lift and/or move objects up to 50 pounds and occasionally lift and/or move more than 165 pounds in certain situations.
- Must be able to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry and push, pull, or otherwise move objects.
- Performs firefighting duties to include entering immediately dangerous to life and health environments while wearing self-contained breathing apparatus to perform fire control, search/rescue, and other firefighting duties.
- Performs various technical rescue operations, deals with hazardous materials incidents, and performs patient care.
- Completion of an annual Firefighter's Physical.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must have the ability to travel up to 5%.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Effective: