







## **Lexington County, South Carolina**

Lexington County is a vibrant community that sits southwest of the capital city of Columbia, South Carolina. With an area of approximately 750 square miles and a population of about 309,000 Lexington County is a thriving community, with a per capita income among the highest in South Carolina. Residents and visitors alike are attracted to Lexington

County's small town charm and its spectacular natural attractions and other amenities and conveniences. Some of the County's highlights include its unique mix of shopping and dining establishments, award-winning schools, the magnificent Lake Murray with its 50,000 acres of water, plus a never-ending list of recreation and sports, including the family-friendly Lexington County Blowfish baseball team. All of this, plus its sunny and warm weather and close proximity to Charlotte and Atlanta, its no wonder so many people call Lexington County home.



## **Lexington County Fire Service**

Lexington County Fire Service is an ISO Class 3 agency that strives to provide the highest-level emergency and risk mitigation services to the people of Lexington County. In 2024 we responded to 22,000 calls for service. Our day-to-day mission is to provide quality life safety services, including Fire Prevention and Public Education, Fire Suppression, EMS-Basic Life Support, Fire Inspections and Investigations, and Special Operations that include Hazardous Materials

and Technical Rescue Response. Our Department employs 311 career personnel, and a number of volunteers. We are always seeking innovative ways of providing the indispensable, community services needed by maintaining partnerships, looking for new ones, and utilizing state-of-the art technology.



MISSION STATEMENT

**SERVICE  
EXCELLENCE**



VISION

*To become an internationally  
accredited agency and obtain  
an ISO Class 1 rating.*



MOTTO

*“Honor, Respect and  
Devotion to Duty”*

**Selected Fire Chief Job Duties**

- Plans, organizes, and directs, in association with subordinate officers, departmental operations with respect to facilities, equipment, apparatus, and personnel.
- Provides for the preparation and administration of recruitment, training and staff development programs.
- Develops and promotes safe practices throughout the division through the implementation of education programs and initiatives, swift recognition and correction of unsafe acts, and chain of command emphasis.
- Serves as a primary staff member in the Emergency Operations Center during its activation.
- Assesses departmental activities and operations and takes necessary steps to improve fire service delivery system. Maintains, updates and reports on Goals and Objectives, short and long term, within the departmental Strategic Plan.
- Measures and evaluates departmental operational response, financial and administrative data to assess progress towards the accomplishment of departmental strategic goals and objectives.
- Manages preparation of departmental budget and exercises purchasing and budgetary control.
- Provides oversight and control of all financial management decisions within the department.
- Directs the preparation and analysis of fire records and reports to secure a more efficient service delivery system and to comply with authorized requests for information regarding departmental activity and personnel.
- Cooperates and coordinates with local, regional, and state agencies in developing long range plans and programs.
- Ensures that regular, effective outreach and joint training is conducted with other Public Safety divisions, law enforcement and state agencies to ensure effective incident management and seamless response to emergency incidents.
- Serves on local, state, and federal committees and working groups to support Public Safety programs and cooperative initiatives statewide.
- Develops and executes Community Action Team / Fire Prevention activities to interact, educate and improve the quality of life for our citizens.







## **Knowledge, Skills and Abilities**

- Modern management principles and practices including fire department organization and administration;
- Principles, practices, procedures, and equipment used in modern firefighting, fire prevention, handling hazardous materials, special operational disciplines and fire training.
- Applicable laws and ordinances relating to service delivery systems
- Strategic Planning Process
- Application of statistical analysis
- County organizational structure, operations, policies, and procedures
- Budget system and procedures
- Organizational policies, employment law, Freedom of Information Act, and Occupational Safety and Health Administration law principles
- Confers with the County Administrator and Deputy County Administrator on major policies and related issues, conducts regular conferences with fire department staff members in formulating policies, procedures, and regulations.
- Collecting large amounts of data and placing it in a concise form to assist policy makers in making the most informed decision possible.
- Preparation and generation of documents, forms and files
- Microsoft Office programs
- Written and verbal communication via in-person, phone and email contact
- Public speaking at presentations and media outlets.



## **Education, Experience, Certifications**



- Bachelor's degree, with 3 to 5 years of experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Firefighter II Certification
- Emergency Medical Technician Certification
- Incident Command (100, 200, 300, 400, 700, 800)
- Haz Mat Incident Command Certification
- Instructor Certification.



## Lexington County Fire Service Fire Chief

Starting salary range: \$98,259.42 - \$112,998.34

*The County also offers an excellent benefit package.*

Please submit a signed and completed application, a resume, and any other relevant supporting documentation

**This is an open application process until filled.**

Submission materials including **required application** are available at:

<https://esci.us/executive-recruitment>

And must be sent electronically, with return receipt request, to:

[recruitment@esci.us](mailto:recruitment@esci.us)

*For more information and a complete job  
description visit us online:*

*<https://esci.us/executive-recruitment/>*



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*Providing Expertise and Guidance that Enhances Community Safety*

