



Job Description

Job Title: Fire Chief
Reports To: County Administrator
FLSA Status: Exempt

Job Purpose:

Develops and implements fire protection services and programs for Lexington County. Administers and coordinates all fire department activities. Performs administrative duties such as: planning; directing; controlling departmental activities which encompass code enforcement; fire prevention; hiring of personnel; purchase of equipment; control of expenditures; preparation of budget estimates; assignment of personnel and equipment; and fire control operations.

Essential Duties and Responsibilities:

- 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.

Supplemental Functions:

- Performs other similar duties as required.

Job Specifications and Qualifications:

Knowledge:

- 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.

Skills:

- 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:

- 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.

Licensing and Certifications:

- Firefighter II Certification
- Emergency Medical Technician Certification
- Incident Command (100, 200, 300, 400, 700, 800)
- Haz Mat Incident Command Certification
- Instructor Certification .

Working Conditions / Physical Requirements:

- Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.
- Positions in this class typically require fingering, talking, hearing, seeing, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, and reaching.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.

