



City of Winder
Job Description: Fire Chief
Department: Fire

Rev 4/14

EEO Function:
EEO Category: Professional
Status: Exempt
Pay Type: Salary
Position Number: 5290

Pay Grade: 25

I. Chain of Command/ Reports To

City Administrator

II. Job Summary

This position has administrative, financial and managerial responsibilities for planning and directing the activities of the Fire Department and is the authority and command at the scene of a fire or emergency rescue operation within the city limits of Winder. Performs a variety of administrative and supervisory work directing and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. The Fire Chief must also exercise tact and courtesy in contact with public officials and the general public.

III. Essential Duties and Functions

Administrative/Financial

- Follow and promote Policy & Procedures of the City of Winder.
- Informs and advises the Mayor/City Council through the city administrator on all department issues affecting the City; provides advice, support, and information to other department heads.
- Assumes management responsibility for assigned services and activities.
- Participates in developing and monitoring the department's budget and is responsible for purchases.
- Approves purchasing requests and ensures all documents are submitted to the finance department according to timelines established.
- Reviews invoices and supporting documentation for proper authorization and conformance of requirements.
- Reviews and/or prepares clear and comprehensive financial, administrative and analytical reports.
- Reviews and approves expenditures; as well as, monitors monthly departmental cost accounting, revenue, and expenditure reports.
- Participates in the development and implementation of short- and long-term plans and specifications for projects.
- Develops City fire department policies and procedures and ensures compliance with local, state, and federal laws and regulations.

- Develops strategic priorities, goals, and objectives; establishes criteria to determine efficiency and effectiveness of the fire department.
- Provides monthly reports to the city administrator and other reports as required.
- Attends City Council, committee meetings, and other meetings as required to present and explain issues pertaining to the community, public safety, and departmental requirements/policies and procedures.

Supervisory/Management of Employees

- Responds to and assumes/delegates incident command of emergency related incidents.
- Performs a wide variety of administrative tasks including but not limited to: hiring, training, motivating, and evaluating assigned personnel; working with employees to correct deficiencies; and conducts/enforces disciplinary and termination procedures.
- Provides leadership to employees; schedules and directs work of technical, clerical, skilled and semi-skilled workers; trains new employees as needed; resolves work quality or personnel conflicts within the department.
- Ensures that employees assigned, are following city policy.
- Oversees the implementation of training and safety programs for assigned employees.
- Responsible for maintaining time entry, approves overtime and leave requests for subordinates within designated timeframes for payroll.
- Manages, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and reviews and recommends appropriate service and staffing levels.
- Reviews incident reports for completeness and accuracy.
- Oversees and assists the Fire Marshal in determining cause.
- Supervises the inspections of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- Oversees the keeping of accurate records of work accomplished including hours, materials, and equipment used.
- Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.
- Responds to citizen complaints or inquiries by phone, in person, by written correspondence or email.
- Responds to and resolves difficult and sensitive inquiries.
- Ensures that the fire stations, equipment and grounds are maintained in a clean and orderly condition.
- Ensures that department property is inspected and needed repairs are identified.
- Approves travel/training requests.

Operations

- Evaluates insurance requirements such as manning requirements and station locations and determines how the City can meet the insurance requirements in order to maintain a favorable Insurance Service Organization (ISO) rating.
- Oversees the coordination and collaboration for operations of communications systems with vendors and Barrow County.
- Assists in the interpretation and enforcement of the Fire Prevention Code.

- Responds to fire alarms and participates in fire extinguishment, rescue, and fire investigation using firefighting tools and equipment such as axes, prybars, pike poles, power saws, ladders, portable extinguishers, and emergency radios.
- Responds to incidents involving toxic/hazardous waste materials, assesses risk, clears area of non-essential personnel, uses required personal protection gear, contains spills, controls run-off and ignition sources.
- Responds to medical emergencies; provides basic and intermediate life support to the sick and injured; completes written reports on the condition of patients and emergency medical aid given.
- Completes all training necessary to fulfill State and City requirements/certifications.
- Ensure that equipment, safety clothing, apparatus, and supplies are specified, purchased, received, and distributed in an effective manner and consistent with City policy.
- Works with neighborhood and community associations for specific neighborhood programs and improvements.
- Assists with tours of assigned facility, demonstrate fire equipment and apparatus, and participate in other educational programs for various groups and general public pertaining to a variety of life safety topics.
- Interacts with social service related areas of emergency response by assisting victims and relatives of victims of traumatic events.
- Participate in special City events as required.
- Work with other departments as assigned.
- Maintains uniforms and other assigned equipment in functional and presentable condition.
- Performs related duties as assigned

IV. Knowledge, Skills, and Ability:

- Knowledge of City Charter and Ordinances pertaining to the Fire Department.
- Knowledge of the principles, practices, methods and equipment employed in modern fire-fighting as needed to determine department needs, to direct and oversee department operations or to evaluate the department's effectiveness.
- Knowledge of modern management methods as applied to local fire suppression and emergency medical services administration.
- Knowledge of federal, state, and local regulatory requirements relating to emergency operations.
- Knowledge of budgeting methodology and general business administration practices.
- Knowledge of fire safety regulations.
- Knowledge of City of Winder and Barrow County's geography, including location of streets, principal buildings, fire hydrants, and fire alarm boxes.
- Advance knowledge of Microsoft Word and Excel.
- Knowledge of emergency medicine techniques and their application as demonstrated through EMT Certification.
- Knowledge of principles of supervision, training and performance evaluation.
- Ability to be covered under the Operator Qualification Rule for the Pipeline and Hazardous Material Safety Administration.
- Ability to assess emergency conditions, ensure the safety of the public and personnel and to direct resources and emergency operations.

- Ability to perform first aid and resuscitation techniques.
- Ability to work a twenty-four (24) hour shift as needed.
- Ability to work in a confined area.
- Ability to perform duties in extreme temperatures and conditions.
- Ability to study street and occupancy locations in assigned district; study building plans and fire prevention systems in buildings in assigned district.
- Ability to estimate material and equipment types and quantities needed to complete assignments.
- Ability to do arithmetic computations including multiplication, division, fractions, decimals and conversions.
- Ability to present proposals and recommendations clearly and logically in public meetings.
- Ability to present department documents to various audiences.
- Ability to interpret and apply applicable federal, state and local policies, laws and regulations.
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.).
- Ability to motivate and evaluate staff and provide for their training and development.
- Ability to work routinely under highly stressful conditions including life threatening situations.
- Ability to promote a positive work environment.
- Ability to maintain a neat and orderly workspace.
- Ability to work independently.
- Ability to supervisor assigned staff.
- Ability to provide effective leadership to staff.
- Ability to prepare and review financial documents.
- Ability to maintain confidentiality.
- Ability to wear protective gear.
- Ability to pass drug testing as noted in policy.
- Ability to pass an annual physical ability test.
- Ability to communicate in English.
- Skill in understanding and following oral and/or written instructions.
- Skills in effectively operating fire-fighting and life safety equipment and tools.
- Skills in effectively operating a motor vehicle on City/County/State streets.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

V. Licenses and Certifications Required

- Valid Georgia Driver's License and able to maintain a good driving record.
- Must be able to meet current requirements set forth by the National Fire Protection Association, and the Georgia Fire-fighter Standards and Training Act.
- NIMS 100, 200, 300, 400, 700, & 800
- NPQ FF2
- NPQ Fire Officer 3
- EMT certification

VI. Qualifications

- Associates degree in public administration, fire science, business administration or a closely related field.
- Fifteen (15) years of fire department experience, with a minimum of five (5) years in a command position.
- Must meet the requirements of applicable Georgia Laws for holding the position for Fire Chief.
- Must reside within twenty (20) miles of the city limits of Winder.
- Must meet all fitness requirements of the fire department.
- No felony convictions.
- Must be a citizen of the United States.
- Must pass a detailed background investigation.
- Work evenings, weekends and/or holidays as required.

VII. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 165 pounds.

Vision: Visual range with or without correction to 20/20 in one eye and at least 20/30 in the other eye with no color deficiencies.

Hearing: Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

Attendance: Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, departments and the public.

VIII. Working Conditions:

This position works primarily in an office environment. While performing essential duties of the job, work in an environment under constant deadlines, and may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, around loud siren noise, and moving vehicles. This position may require working around chemicals, blood and other potential hazardous exposures. Incumbents may also be subjected to physical and verbal threats and other stressful situations while performing duties.

This position is designated as an emergency position that requires the employee to work under all types of emergency conditions. Some examples of emergencies include inclement weather, utility failure, public safety concerns, forced evacuations or as determined by the City Administrator.

IX. Supervisory Controls/Responsibility:

Oversees all aspects and staff assigned to the Fire Department.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.