



## POSITION DESCRIPTION

CLASS TITLE: FIRE CHIEF	CLASS CODE: FR01
DEPARTMENT: Fire & Rescue Services	PAY GRADE: 19
REPORTS TO: JIPSD District Manager	FLSA: Exempt
SUPERVISES: Deputy Fire Chiefs	REVISED: 8/27/2022

### PURPOSE AND SCOPE:

Performs under general direction of the JIPSD District Manager to manage, lead, supervise, plan, and direct the fire prevention, suppression, and emergency rescue activities of JIPSD while exercising discretion and independent judgment. Also functions as Director of Emergency Management and administers the JIPSD Emergency Operations Plan (EOP). This position is designated as Essential in the event the District's Emergency Operation Plan is activated.

### ESSENTIAL FUNCTIONS:

Direct Fire and Rescue Function of JIPSD, including but not limited to:

1. Leadership duties include instructing, planning, assigning work, reviewing work, maintaining standards, and coordinating activities to ensure essential functions are completed accurately.
2. Train, coach, counsel, and discipline as needed and make recommendations to the department head regarding hires and terminations as appropriate.
3. Ensure all state & federal laws are followed as it relates to associate relations.
4. Ensure all JIPSD Standard Operating Guidelines (SOGs) are followed to create a fair and equitable work environment.
5. Oversee the administrative responsibilities of the Fire Department and supervise Deputy Fire Chiefs.
6. Assist with the recruitment and retention of associates through established processes.
7. Provide overall leadership and guidance to the Fire Chiefs by overseeing staffing needs, turnover, attendance, safety, career development, training, and leadership development.
8. Function as the JIPSD Fire Department communication liaison between management and personnel.
9. Responsible for ensuring mandatory and required training is completed as it relates to orientation, position training, certification, safety, and development.
10. Responsible for researching, establishing, developing, procuring, and executing training for JIPSD Fire Department

### **Personnel**

- Responsible for the management of personnel as it relates to hiring, training, supervision & management,
- recognition & appreciation, coaching, counseling, discipline & terminations.
- Conducts, reviews, and approves all performance evaluations and personnel actions of Fire and Rescue Services.
- Ensures the Fire and Rescue Services Associates are cross trained to meet operational fire department demands.
- Promotes communication channels, teambuilding activities and initiatives to maintain a fair, positive and engaging work environment.

### **Operations**

- Responds to fire and emergency calls as needed, evaluates situations, and manages
- emergency incidents using accepted incident management systems protocols.
- Oversees, maintains, and coordinates the activities and readiness of all personnel shifts.

- Maintains and ensures appropriate firefighting apparatus.
- Prepares and maintains departmental Standard Operating Guidelines (SOGs) and management reports.

### **Budget**

Works with the District Administration to develop a Fire and Rescue Services annual operating budget & any asset requisition.

Submits proposal of annual budget to the District Manager for approval.

Operates within and conforms to the approved Fire and Rescue Services annual budget for acceptable performance.

Develops projections of current and future Fire and Rescue Services Asset / Vehicle needs.

Recommends purchases, develops specifications for new fire apparatus and communication equipment.

### **Safety and Compliance**

- As a member of JIPSD's Management Team, responsible for actively participating in the championing of Emergency Operations Plans, as well as initiating the activation and execution of established EOP. processes & guidelines as it pertains to Fire and Rescue Services and JIPSD.
- Ensures the training, adherence, application, implementation, and execution of all Safety policies.
- Maintains knowledge of operating policies, personnel policies, emergency, safety policies, OSHA, and other applicable legal regulations necessary to direct operations.
- Serves as a role model to the JIPSD community exhibiting integrity and safety.
- Continually maintain knowledge of changing regulatory policies pertaining to fire suppression and first responder functions to include all federal, state, and local laws, rules, and regulations.
- Serves as the Director of Emergency Management and administers and maintains the JIPSD Emergency Operations (EOP) Manual.
- Oversees fire prevention, first aid, safety promotion, and inspection programs for the community through civic, school, business, and other organizational groups.
- Serves as a role model of all core values, vision, and mission of JIPSD.
- Requests mutual aid when needed.
- Approves all departmental personnel leave, maintains a departmental leave schedule, and approves overtime for departmental personnel.
- Assures implementation of the department training and maintenance programs.
- Researches and compiles other reports as requested.
- Attends all relevant Commission and Committee meetings.

### **Strategic Planning**

- As a member of JIPSD's Management Team, responsible for actively participating in the development and championing of JIPSD's Strategic Planning as well as contributing toward the achievement of the established goals and objectives.
- Responsible to implement strategic plans within the Department of Fire and Rescue Services and ensure
- Associates have a clear understanding of how they support and contribute to the strategic objectives of JIPSD.

Performs other duties as required.

### **EQUIPMENT**

Machinery/equipment used to perform Fire Chief functions, i.e., Fire Chief vehicle, computer, printer, software, building codes, fire marshal rules and regulations, smoke and heat detectors, training materials (books and demonstrations), and equipment, pen, pencil, charts, diagrams, manuals, maps, publications, reference books, textbooks, camera, emergency vehicles, radio transmitters and receivers, telephone, daily check out sheets, various reports and schedules, smoke ejector, gas powered generators, protective clothing, and self-contained breathing apparatus.

### **WORKING CONDITIONS:**

Working inside and outside as required. Subject to extreme heat-temperature sufficiently high to cause marked

bodily discomfort. Subject to temperature changes-variations in temperatures which accompany extreme heat and are sufficiently marked and abrupt to cause bodily reactions. Subject to wet and humid conditions – contact with water or other liquids and atmospheric conditions with moisture content sufficiently high to cause bodily discomfort. Subject to atmospheric conditions with moisture content sufficiently high to cause bodily discomfort. Subject to atmospheric conditions – one or more of the following conditions may affect the respiratory system or skin: FUMES, ODORS, DUSTS, MISTS, GASES, or POOR VENTILATION. Subject to noise and vibration-noise/vibration, either consistent or intermittent.

### **HAZARDS**

Conditions or situations in which there are risks of danger to life, health, or bodily injury. Includes a variety of physical hazards and conditions, such as operating in inclement weather and dangerous traffic, proximity to moving mechanical parts, electrical shock, exposure to burns and radiant energy, exposure to all types of explosives, and exposure to fire and toxic smoke, chemicals, biological agents, and communicable disease.

### **PHYSICAL DEMANDS CATEGORY:**

**LIGHT.** Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 20 lbs., frequent lifts to 10 lbs., negligible constant lifts, and a MET level of between 2.2 to 3.5.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the general principles of leadership and management.
- Knowledge of the principles, techniques, rules, and regulations of personnel administration and supervision.
- Knowledge of advanced firefighting techniques, principles, and practices.
- Knowledge of modern firefighting equipment.
- Knowledge of the methods and techniques of executive fire officer level management.
- Knowledge of departmental SOGs.
- Knowledge of federal, state, and local fire codes.
- Knowledge of the geography of the JIPSD, including location of streets, subdivisions, hydrants, businesses, public building, and certain private dwellings.
- Knowledge of the SOGs, policies, and JIPSD policy manuals on such matters as HR policy and purchasing procedures.
- Knowledge of budgetary procedures and processes.
- Knowledge of Emergency Medical Techniques and a working knowledge of extrication techniques.
- Knowledge of SC Emergency Powers Act.
- Skill in the use of firefighting apparatus.
- Ability to effectively plan, organize, and direct the activities of others in a daily basis and under stressful emergency circumstances (natural or manmade or whenever it becomes necessary under the SC Emergency Powers Law).
- Ability to communicate well, both orally and in writing.
- Ability to establish effective working relationships with colleagues and the general public.

### **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Must be at least 18 years of age.
- Bachelor's Degree (Master's Degree preferred) in Fire Science or related field plus ten (10) career (or twenty (20) volunteer) years of experience in Fire Service (or High School Diploma or GED plus twelve (12) years career (or twenty-four (24) years volunteer) experience in Fire Service), four (4) career (or eight (8) volunteer) years of which must have been in a supervisory capacity (Fire Captain or Apparatus Officer level or higher).
- Must possess a valid SC Class E Driver's License (or ability to obtain one prior to appointment).
- Must possess the following NFPA certification requirements prior to appointment to this position title:
  - First Responder or EMT /Basic (Preferred)
  - CPR

- FPA 1021 Fire Officer II Level (Chapter 5)- **Must be IFSAC or Pro Board**
- NFPA 1041 Instructor Level I (Chapter 4)- **Must be IFSAC or Pro Board**
- NFPA 1521 Incident Safety Officer (Chapter 6)
- NFPA 1041 Instructor Level II (Chapter 5)-
- NFPA 1521 Health & Safety Officer (Chapter 5)
- National Fire Academy Leadership Development Series – Leadership I
- National Fire Academy Leadership Development Series – Leadership II
- National Fire Academy Leadership Development Series – Leadership III
- NFPA 1021 Fire Officer Level III (Chapter 6)

Position incumbents must possess all the following specific certifications and successfully complete all of the other specified requirements within eighteen (18) months of appointment to Fire Chief position. Failure to do so may result in termination of employment:

- |               |            |             |            |
|---------------|------------|-------------|------------|
| - NIMS 100PWb | - NIMS 400 | - NIMS 702a | - NIMS 800 |
| - NIMS 200    | - NIMS 559 | - NIMS 703a | - NIMS 804 |
| - NIMS 201    | - NIMS 634 | - NIMS 775  | - NIMS 908 |
| - NIMS 300    | - NIMS 700 |             |            |

### **NOTES**

The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. Job performance must conform to all JIPSD policies/procedures and applicable SOGs. All employees entering this position title on or after the revised date above will be required to possess the position requirements as specified on this document. This is not a contract of employment and should not be relied upon as such.

### **REVIEW, SIGN AND DATE**

I have received and read a copy of the above position description and agree that I am able to perform the essential functions of the job with/without accommodation.

Employee Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

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

Management Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Management Name: \_\_\_\_\_

**MANAGEMENT REVIEW / APPROVAL SIGNATURES:**

_____	_____
Department Head Review	Date
_____	_____
District Administration Review	Date
_____	_____
JIPSD DISTRICT MANAGER’S APPROVAL	DATE

I certify that I have received a copy of this Position Description:

\_\_\_\_\_  
Employee’s Name – Please Print Legibly

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

*James Island Public Service District is an Equal Opportunity Employer and Provider, an At-Will Employer, and a Drug-Free Workplace. We Participate in E-Verify*