

# FIRE CHIEF

## **NATURE OF WORK**

Performs managerial and advanced professional work, managing and evaluating all activities of the Fire Department. Duties involve assessing and determining fire, EMS, and emergency service needs of the community, and effectively implementing department policy in a fiscally responsible manner to meet such needs. The Fire Chief is responsible for implementing programs for career development and employee succession. Final decisions in all matters within the department rest with the Fire Chief.

Work is performed under the general supervision of the City Manager. Major policy changes and vital matters are discussed with and must be approved by the City Manager, and such work is reviewed with the City Manager through conferences and reports. Supervision is exercised over the Deputy Fire Chief, other department personnel as necessary, and the Martinsville Volunteer Fire Company.

## **EXAMPLES OF WORK**

- Assesses public need and determines core emergency services that are demanded and expected within the City of Martinsville.
- Leads the department by setting a positive example of professionalism, ethics, motivation, organizational skills, and team relations.
- Prepares and directs the preparation of strategic plans, yearly goals and objectives, department policies, and standard operating guidelines.
- Implements and monitors programs and processes that provide emergency services in a prompt, professional, and ethical manner with a diverse composition of career and volunteer personnel.
- Plans, directs, manages, and evaluates all activities of the Fire & EMS Department.
- Implements programs for career development including monitoring and revising the department's Career Development Plan, as necessary.
- Develops programs and initiatives that ensure adequate succession of departmental positions.
- Envisions organizational priorities and creates business goals.
- Assigns work and directives to the Deputy Fire Chief and other department personnel.
- Ensures discipline of all personnel. Evaluates the work of all department personnel. Directs and approves all personnel policy including, hiring, transfers, promotions, demotions, and disciplinary actions.
- Monitors and directs the employee selection and promotional processes including applicant screening, candidate testing and interviewing, and the final selection process.
- Ensures compliance with City policy, state, and federal laws.
- Prepares and manages annual, capital, and special budgets in a fiscally responsible manner. Monitors account balances and financial ledgers. Enacts policies to keep the budget in balance.
- Prepares equipment and vehicle specifications and approves related purchasing within established City guidelines.
- Identifies departmental emergency services training needs and appoints appropriate personnel to initiate such programs. Monitors the effectiveness of departmental training programs.
- Supervises all activities of the Volunteer Fire Company. Serves as the liaison with the Volunteer Fire Company.

- Serves on the 911 Board of Directors, Local Emergency Planning Commission, Martinsville-Henry County Firefighter's Association, and other related committees and boards.
- Functions as a representative of the department in public functions, City committees, City Council meetings, community meetings, and other related events.
- Manages building and apparatus maintenance programs.
- Reviews and analyzes occupational health and safety acts, rules and regulations. Monitors firefighter safety.
- Responds to fire, EMS, and other emergency services calls. Provides patient care and fire suppression activities when necessary.
- Commands emergency services incidents. Directs all activities at the scene of a fire or other emergency. Deploys personnel, equipment and apparatus according to the dictates of modern techniques and practices. Requests additional local, state, and federal resources as indicated.
- Actively participates in department privacy training programs and protects the privacy of all patient information in accordance with the department's policies and procedures concerning protected health information and other patient information.
- Serves as a liaison with the news media.
- Responds to hazardous materials incidents. Establishes and follows incident command system to manage emergencies as need requires.
- Assists in classification, identification, and verification of known and unknown materials by using monitoring equipment, shipping papers, vehicle and package markings, and various resource manuals.
- Takes defensive actions to contain leaks by using dams, dikes, and pads.
- Assists spiller in notifying proper agencies, which require reporting of a hazardous materials incident.
- Assists higher trained agencies, which may be called in to assist with hazardous materials incidents as needed.
- Assists with the evacuation of populous as needed.
- Performs other duties as assigned by the City Manager.

#### **MINIMUM QUALIFICATIONS OF WORK**

- Firefighter II, Hazardous Materials Operations, and EMT. Fire Officer III.
- Master's Degree in Fire Administration, Public Administration, Business Administration, or related field required. 10 years experience in fire/EMS with progressively increasing responsibility including 5 years supervisory/managerial experience, or any combination of experience and training which provides the following knowledge, skills, and abilities:
  - Thorough knowledge of fire suppression techniques, the Fair Labor Standards Act, OSHA Regulations and National Fire Protection Association Standards, City Ordinances, and departmental rules and regulations.
  - Extensive knowledge of fire inspection practices including the Statewide Fire Prevention Code regulation and adoption, building construction, and enforcement.

- Extensive knowledge of fire investigation practices including investigation techniques, search and seizure, scene preservation, evidence collection, and prosecution.
- Thorough knowledge of EMS rules and regulations, billing requirements, and local/state EMS protocols.
- Thorough knowledge of personnel practices and ability to manage personnel with fairness, firmness, and tact.
- Comprehensive knowledge of emergency services and local, state, and federal resources including the Department of Homeland Security, Virginia Department of Emergency Management, Virginia Department of Health, Virginia Department of Fire Programs, Virginia Department of Community Development, and Western Virginia EMS Council.
- Ability to lead by example and motivate other employees.
- Ability to complete and monitor multiple projects and prioritize time sensitive projects.
- Ability to prepare, analyze, and summarize reports and spreadsheets through computer programs and in written form.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with public and related agency officials, other employees, and the general public.
- Must be physically able to direct all activities at the scene of an emergency.

### **PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although this employee normally performs office duties, work is occasionally performed within a station house, public location, or outside setting. The worker is subject to inside and outside environmental conditions, hazards, atmospheric conditions, and to other circumstances as outlined for a departmental firefighter. Wearing of a self-contained breathing apparatus may be required. The worker may be exposed to blood-borne pathogens and may be required to wear specialized personal protective equipment

### **WORK ENVIRONMENT**

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

Work requires the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects, and requires climbing, kneeling, crouching, crawling, reaching, standing, walking, lifting, grasping and feeling. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and

analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The employee must possess sufficient physical and agility capabilities to perform firefighter duties as established in the Fire Department's "Employment Candidate Testing Physical Ability, Written Exam, and Patient Assessment" administrative guideline.

### **SPECIAL REQUIREMENTS**

- Possession of appropriate driver's license valid in the Commonwealth of Virginia.
- Master's Degree required within 48 months of appointment.
- Certification in an approved Emergency Vehicle Operator's Course (EVOC).
- Completion of FEMA's Emergency Management Institute – Professional Development Series within 12 months of appointment.
- Fire Officer III certification required within 18 months of appointment.
- Enrolled in the National Fire Academy's Executive Fire Officer (EFO) Program within 2 years of appointment and successful completion, including applied research projects, of the program within 6 years of appointment.
- Must reside within the City limits per local ordinance.