



Job Title:	Fire Chief	FLSA:	Exempt
Department/Div:	Fire Department	EEO-4 Code:	Serv
Reports to:	City Manager	Date:	12/29/2022
Salary Range:	\$73,162 - \$94,469		
Supervises:	Brunswick Fire Department		

JOB SUMMARY

The purpose of this classification is to provide administrative oversight to all operations, personnel, and activities of the City of Brunswick Fire Department while exercising responsibility in the enforcement of federal, state, and local laws, codes, and ordinances relating to public safety and welfare.

MAJOR DUTIES

THE FOLLOWING DUTIES ARE NORMAL FOR THIS POSITION AND NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND/OR ASSIGNED.

1. Supervises, directs, and evaluated assigned staff, processing employee concerns and issues, directing work, counseling, disciplining, and completing employee performance appraisals.
2. Formulates implements a cohesive and progressive vision for the department as a whole and develops work methods and practices, policies, standard operating procedures, training programs, and general orders to support that vision; monitors implementation of departmental rules and regulations; updates departmental guidelines according to federal, state, and local legislation.
3. Supervises, directs, and evaluates assigned staff. Counsels staff and takes corrective actions when necessary. Coaches, guides, and provides training to staff.
4. Plans, organizes, and manages either personally or through subordinate supervisors, all departmental functions to include administration, suppression, rescue, and prevention activities. Oversees the issuance of certificates of occupancy and various special permits.
5. Prepares short and long-range plans for community fire protection, prevention, and service to include equipment, staffing, and related resources.
6. Interacts with other agencies throughout the city, county, and the region. Coordinates mutual and automatic fire and rescue protection plans with the surrounding jurisdictions.
7. Supervises and coordinates the enforcement of fire prevention laws and ordinances such as safety regulations for public assemblies, the handling and storage of combustible materials, and the use of flammable liquids and explosives.
8. When necessary, supervises the Incident Command system for fires occurring in schools, churches, hotels, motels, hospital, nursing homes, and other places of public gatherings, industrial plants, large businesses, chemical facilities, and manufacturing plants.

9. Establishes priorities for anticipated departmental requirements for each fiscal year, prepares and submits annual budget and monitors operational expenditures for fiscal compliance.
10. Prepares and updates departmental risk management and operational plans, master plan, considering the City Comprehensive Plan and regional and state emergency response plans and resources and ISO and NFPA regulations and requirements.
11. Develops personnel recruitment and promotion programs and policies subject to approval of the City Manager; recruits and promotes personnel within the approved policies and procedures.
12. Directs the preparation and analysis of fire records and reports to ensure efficient operations to meet service demands, and to comply with authorized requests for information regarding department activities and personnel.
13. Supervises inspection of structures within the city for fire hazards. Supervises investigations of cases involving arson (or calls state Fire Marshall's officer for assistance) and collection and preservation of evidence.
14. Conducts inspections of departmental vehicles equipment and buildings; evaluates and directs various tests on equipment; ensures that specifications meet federal, state, and local regulations.
15. Reviews equipment and tools specifications and recommendations; oversees procurement of equipment, supplies, and protective gear for all divisions.
16. Participates in mass media informational and educational programs to explain and promote public understanding of departmental work and fire prevention policies.
17. Develops and directs the planning and organization of a strong citywide prevention educational program and personally participates in the program.
18. Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire Department in a variety of local, county, state, and other functions.
19. Meets and responds to questions, complaints, and requests for information from citizens, the business community, elected officials, employees, outside agencies, and various other individuals.
20. Establishes and maintains positive public relations; attends official functions, commissioner and community meetings; makes presentations and public speeches to civic groups and schools; grants interviews to the news media regarding major issues or fire and rescue operations.
21. Conducts staff meetings; encourages appropriate communication of department vision, direction, and activities; facilitates an environment conducive to the growth, development, and success of each member of the department.
22. Performs the duties of command personnel as needed. Fights fires as needed.
23. Serves as a member of various committees and organizations for the benefit of the Department and the City.
24. Substitutes for other supervisors and/or co-workers in temporary absence of same.
25. Performs other related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of principles and practices related to fire department administration including response to a wide variety of hazards and emergencies.
2. Knowledge of principles, practices, and equipment apparatus used in fire fighting and other emergency response operations.

3. Knowledge of risk assessment techniques as well as regional and state emergency response planning activities and resources.
4. Knowledge of the City's geography and the location of various commercial, residential, and industrial areas and the level of risk presented by each.
5. Knowledge of and ability to apply effective supervisory and management techniques, methods, and procedures.
6. Knowledge of and ability to apply the policies, procedures, and practices of the governmental budgetary process.
7. Knowledge of computers, job-related software programs, and other related technology.
8. Skilled in oral and written communication.
9. Ability in planning, initiating, and administering departmental operations and activities, personnel training, and fire prevention.
10. Ability to lead effectively through qualities and techniques which advance the mission, vision, and goals of the department.
11. Ability to quickly adapt to changing conditions, environments, or processes.
12. Ability to plan, implement, and direct the delivery of programs and services in the department and in the community.
13. Ability to establish and maintain effective working relationships with civic and official groups and the general public.
14. Ability to remain calm, use sound judgement, and working effectively through emotionally stressful situations.
15. Ability to evaluate activities performed by the department and develop alternate methods of operation as needed.
16. Skill in effectively delegating tasks and authority.
17. Skill in creating a positive work environment, which encourages individual and team growth and development.
18. Skill in working in a wide variety of environmental conditions.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include city codes, practices, and ordinances, Brunswick Fire Department Standard Operating procedure, National Fire Protection Association Codes and Standards, ISO Insurance Services Organization Regulations, Georgia Firefighter Standards and Training regulations, OSHA Standards for Safety and HAZMAT operations, Insurance Commissioner and State Fire Marshal's Office, FEMA and GEMA Homeland Security Regulations, federal, and state laws. These guidelines require judgement, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work required for this position consists of varied administrative, management and budgetary duties. Maintaining a state of readiness for various emergencies with high turnover contributes to the complexity of the position.
- The purpose of this position is to save lives, protect property and promote safety by providing emergency, medical, fire suppression, hazmat, and rescue services to the City's citizens in addition to emphasizing fire safety education. Success in this position contributes to the safety of the community and preservation of life and property.

CONTACTS

- Contacts typically include the Fire Marshal, Inspectors, Deputy Chiefs, Police Chief, elected officials, other department heads, Glynn County EMA and Fire Chief, State Fire Marshal, Georgia Fire Academy, business owners and managers, Georgia Firefighters Standards and Training, news media, and public utilities.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Work is typically performed while sitting at a desk or table intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects, occasionally lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes sense of smell.
- Work is typically performed in an office, a noisy place, and outdoors, occasionally in inclement weather. The employee is exposed to dust, dirt, grease, machinery with moving parts, and contagious, infectious diseases, or irritating chemicals. Work requires use of protective devices and equipment such as a mask, goggles, and gloves and other items related to the fire service.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position has final responsibility and authority for the accomplishment of objectives, utilization of resources, and personnel administration decisions within a major area, department, or unit.

MINIMUM QUALIFICATIONS

- Bachelors preferred or equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to effectively and successfully perform the duties required herein.
- More than five years of related experience required.
- Possession of or ability obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act.
- Hazardous Materials Technician
- Rescue Technician
- Emergency Medical Responder
- Fire and Life Safety Educator
- Chief Officer Training
- Disaster Training
- National Incident Management System