



City of Chester Fire Chief

Salary Range: \$56,000. – 63,600.

Exempt

Brief Job Description: Under limited supervision, is responsible for the overall management of all fire stations, equipment, and personnel of the Chester Fire Department. Responsible for exercising authority and responsibility as determined by the City Administrator in accordance with federal, state and local laws. Provides the best possible control in emergency situations to protect the lives and property of those in need of assistance. Supervises subordinate officers through the chain of command. Requires residency in Chester County. Reports to the City Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES: Supervises the operation of the Fire Department; assigns workloads and establishes work schedules; directs and supervises duties of staff and volunteers. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; recommending and approving employee transfers, promotions and discipline, and recommending discharge and salary increases.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Ensures all fire personnel and volunteers are trained to national OSHA and NFPA standards.

Formulates and enforces departmental rules and regulations, work methods and procedures.

Prepares the annual department budget; controls department expenditures.

Oversees the procurement and maintenance of equipment and vehicles; ensures fire equipment is maintained in proper, safe working condition.

Work with staff members in setting and accomplishing goals in the areas of training, maintenance, codes, administration, public education, fire investigation and communications.

Develops and oversees the implementation of long- and short-range department plans for facilities, equipment and personnel requirements.

Assists with the command of fire emergency response operations, ensuring prompt response with appropriate equipment and manpower. Performs firefighting duties as needed.

Assists with fire and arson investigations.

Receives, reviews and evaluates reports from subordinate personnel regarding departmental activities.

Receives and responds to inquiries and complaints from the public; notifies and issues statements to the media regarding fire emergencies and department programs.

Keeps abreast of new technology, methods and regulations for fire prevention and suppression operations; attends meetings, conferences and continuing education classes as required and/or appropriate.

Remains on call 24 hours per day for emergencies.

Receives, reviews, prepares and/or submits a variety of documents including training records, inspection reports, incident reports, purchase orders, inventory lists, billing invoices, maintenance reports, schedules, response reports, memos, correspondence, job applications, performance appraisals, budget documents, contracts, etc.

Operates a fire engine and motor vehicle, and utilizes all fire suppression equipment, hand tools, and various office machines including a calculator, computer, two-way radio, camera, etc.

Interacts and communicates with various groups and individuals such as the City Administrator, City and County Fire Commissions, Fire Marshal's Office, subordinates, City department heads and staff, news media, other fire departments, insurance companies, civic and professional organizations, utility companies, other emergency response agencies, law enforcement agencies, the public.

ADDITIONAL JOB FUNCTIONS

Coordinates department activities with other city, county and state agencies as appropriate.

Makes presentations to civic and special-interest groups regarding fire education and prevention.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE: Requires an associate degree in fire science, management or related field supplemented by ten years of progressive experience and training in fire service programs and management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must complete required coursework and maintain certifications as issued by the S.C. Fire Academy. Must possess CPR, National Registry First Responder certification and a valid state CDL driver's license.

Notice of application/resume should be submitted to City of Chester HR Department, 100 West End Street, Chester, SC 29706, or complete online at www.chestersc.org. Application deadline Friday, July 12, 2019. The City of Chester is an EOE-H.

Position is Subject to the following Background Checks: Credit Check, Criminal History, Driving History, Credit Check, Drug Test and Medical/Physical.

