



## JOB TITLE

Fire Chief

## DEPARTMENT

Fire Department

## JOB SUMMARY

This position is responsible for managing the provision of fire prevention and suppression services for the county. This position is also responsible for managing the rescue function for the county as well as the public transportation and drug and alcohol awareness programs.

## GUIDELINES

Guidelines include local, state and national fire and public transit codes and laws, National Fire Protection Association guidelines, ISO rating schedules, the International Fire Code, and county and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines. This position has direct supervision over Deputy Chief of Administration/Fire Marshal (1), Deputy Chief of Operations (1), Administrative Secretary (1), Transit Employees, and volunteer firefighters.

## MAJOR DUTIES

- Plans, directs and coordinates the provision of county-wide fire response services, including fire prevention and suppression services, vehicle extrication, water rescue, trench rescue, and others.
- Responds to emergency calls and assumes position of safety officer unless taking command as necessary.
- Recruits, hires, and disciplines employees and volunteers.
- Supervises the work of departmental personnel, including evaluating, counseling and disciplining assigned personnel.
- Develops the annual departmental budget; monitors expenditures under the current budget.
- Oversees the training of personnel in fire, emergency, and safety techniques.
- Prepares specifications and seeks bids for purchase of equipment and apparatus.
- Oversees the maintenance, repair, and security of all fire stations, equipment, and apparatus.
- Coordinates departmental activities with other county departments and emergency service providers.
- Engages in public presentations and other public relations activities.
- Writes and issues news releases for newspaper, radio, and television media.
- Oversees the maintenance of all departmental records and reports.
- Oversees the performance of fire investigations for cause and origin; oversees maintenance of related records.
- Attends training seminars, workshops, conferences, and conventions to maintain required certifications.
- Coordinates and manages the daily operations of the county's public transportation program.
- Oversees the county's drug and alcohol program: conducts random drug tests; provides training for county employees; conducts pre-employment and reasonable suspicion tests.
- Serves as Safety Coordinator for the county's safety program.
- Performs other duties as directed by County Manager.

## **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of fire prevention, suppression, and investigation standards, practices, strategies, and tactics.
- Knowledge of local ordinances, departmental rules and regulations, and local, state, and national fire codes.
- Knowledge of the geography, street block numbers, and water supply locations of the county.
- Knowledge of insurance rates and practices.
- Knowledge of accounting and budgeting practices.
- Knowledge of hazardous materials.
- Knowledge of demand response public transportation.
- Skill in management and supervision under both routine and emergency situations.
- Skill in decision making and problem solving.
- Skill in the operation and maintenance of fire equipment and apparatus.
- Skill in master planning, pre-fire planning, and hazard identification.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative and supervisory duties. Frequent changes in firefighting techniques require the need for constant training contribute to the complexity of the work.
- The purpose of this position is to direct the operations of the Fire Department and Public Transit. Successful performance helps to ensure the protection of community lives and properties and to lower community insurance rates, and provides public transportation service to a vulnerable population.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk, standing, or walking. When called to emergency scenes, the employee must occasionally lift light and heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.
- The work is typically performed in an office, except while at a fire or other emergency scene, where the employee may be exposed to noise, inclement weather, extreme temperatures, and hazardous situations. The work requires the use of protective clothing and devices.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily 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.
- Knowledge of and experience providing public transportation in Georgia.

Qualified persons may apply at  
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE  
1601 North Columbia St, Suite 230  
Milledgeville, GA 31061

Applications may be downloaded from our website, [WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION](http://WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION) and e-mailed to [jobs@baldwincountyga.com](mailto:jobs@baldwincountyga.com).

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL **JANUARY 10, 2025.**  
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER