

**CITY OF PELHAM
FIRE CHIEF
JOB DESCRIPTION**

JOB SUMMARY

To serve the public and protect lives and property by fighting fires and being directly responsible for the Pelham Fire Department operations and personnel. The Fire Chief directs and oversees all function of the fire department and is responsible for maintaining discipline, order and proper conduct of all personnel. This employee establishes and enforces all laws, ordinances and policies regarding fire prevention and safety. Employee approves all training programs and supervises training. Work includes inspection of buildings and schools for fire code approval. Work is performed under the direction of the City Manager who establishes administrative policy and review work primarily in the broad interest of insuring fire safety for the City.

RESPONSIBILITIES AND DUTIES

- Plans, directs, and coordinates all operations of the department; manages the provision of fire prevention and suppression services to the city.
- Ensures that all apparatus and equipment are properly maintained and in safe working condition.
- Develops and implements standard operating procedures for paid and volunteer personnel.
- Represents the department at City Council meetings.
- Directs and participates in firefighting and rescue activities; responds to mutual aid calls.
- Develops work schedules and assigns duties.
- Plans for the personnel, equipment, and apparatus needs of the department.
- Oversees the selection, training, evaluation, promotion, and discipline of departmental personnel.
- Writes equipment specifications; evaluates the need for new equipment; tests equipment and recommends purchases to city officials.
- Responds to fire calls and assumes command of fire scenes.
- Investigates or oversees the investigation of causes of fires.
- Enforces fire prevention regulations.
- Directs the inspection of buildings and other properties for fire hazards; reviews building plans to ensure compliance with fire codes.
- Oversees the maintenance and repair of fire hydrants.
- Attends training seminars, workshops, conferences, and conventions to remain abreast of firefighting laws and practices.
- Maintains department files, including incident reports, training records, inspection reports, and vehicle and equipment maintenance records.
- Makes presentations concerning the Fire Prevention Program to local schools.
- Teaches CPR and first-aid classes.
- Prepares general correspondence and various reports for the department.
- Prepares department payroll for processing.
- Maintains inventory and attendance records.

- Prepares the annual departmental budget and monitors expenditures under the current budget.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Have Captain/Fire Officer II certification; have completed at least 120 hours of training in the last year; have a valid Georgia class 5 or equivalent driver's license; pass written and oral tests as required, have demonstrated the skills and knowledge set forth in NFPA 1021.

Education and Experience:

Graduation from high school or equivalent, supplemented by special courses in firefighting and prevention techniques, must have considerable experience in responsible fire position with command experience or any equivalent combination of training and experience.

Licenses and Certificates:

Possession of a valid GA driver's license and Georgia Fireman Certificate.

Working Conditions:

Monday through Friday 8:00 a.m. to 5:00 p.m. with possible shift and emergency work. On call for emergencies at all times. Office work along with working in adverse and stressful conditions.

Knowledge, Skills, and Abilities:

1. Thorough knowledge of principles, practices, procedures, equipment and apparatus used in modern firefighting and in protection of life and property.
2. Thorough knowledge of rules and regulations of fire department.
3. Thorough knowledge of geography of city including location of streets, buildings, fire hydrants and fire alarm boxes.
4. Ability to plan, initiate, and administer programs of departmental operations and activities, personnel training and fire prevention.
5. Ability to communicate effectively orally and in writing.
6. Ability to establish and maintain effective working relationship with all city officials, department heads, and the general public.
7. Ability to command and hold respect of subordinates.

If interested, please send a cover letter and resume to cdrake@cityofpelhamga.com