



**CITY OF JASPER**  
**JOB DESCRIPTION**

**A. IDENTIFICATION INFORMATION**

1. **Job Title:** FIRE CHIEF
2. **Department:** Fire **Division:** N/A
3. **FLSA Classification:** Exempt **Pay Grade:**

**B. INTRODUCTORY STATEMENT**

This position has the responsibility for the administration and coordination of all fire department activities through supervision of subordinate officers and review of their activities.

**C. ESSENTIAL JOB FUNCTIONS**

1. Attends seminars and workshops to gain knowledge of contemporary fire prevention and suppression theory and techniques, code and code enforcement techniques, fire prevention programs, arson investigation, equipment availability and usage, and management theory and practices.
2. Commands at all fires by directing subordinate officers on tactics and methods after making decisions based on type of fire, structure, weather conditions and available equipment and materials.
3. Enforces state and local fire prevention codes and ordinances by initiating fire safety inspections of existing buildings and structures, and conducting fire safety inspections of buildings and structures.
4. Identifies buildings and materials that present special hazards by inspection.
5. Organizes and leads the investigation of suspected arson.
6. Conducts training workshops for departmental officers and firefighters on fire prevention and suppression and on departmental policies and procedures.
7. Plans and conducts city wide fire prevention programs by involving school, civic, business and other organizations in fire prevention exercises and practices.
8. Establishes departmental rules, regulations and procedures, subject to approval by the City Manager.
9. Prepares specifications for new equipment to be purchased.
10. Prepares annual proposed budget and explains needs and priorities to budget administrative personnel.
11. Exercises control over the approved operation budget by reviewing and approving expenditure requests.
12. Directs preparation and analysis of fire department records, correspondence and reports.
13. Plans and conducts city wide fire prevention programs.
14. Reviews all purchase requests and approves or disapproves the request.
15. Completes 120 hours of training each year to remain certified.

16. Commands all firefighting personnel at all fires.
17. Recruits new departmental personnel.
18. Evaluates employees' performance and promotes and disciplines employees.
19. Inspects building, grounds and equipment to ensure proper maintenance.
20. Addresses school, civic and other groups to inform and encourage in the area of fire prevention.
21. Develops, implements and leads fire safety programs to make the public more safety conscious and to involve the public in fire prevention.

#### **D. JOB FACTOR SPECIFICATIONS**

##### 1. Job Requirements

###### a. Knowledge Skills and Abilities

1. Knowledge of state and local fire codes for buildings of various types.
2. Knowledge of building materials, fire prevention and detection devices, and of codes of egress characteristics.
3. Knowledge of arson investigation techniques and methods.
4. Knowledge of firefighting principles, equipment and materials.
5. Knowledge of management principles applicable to firefighting units.
6. Skill in evaluating building construction plans.
7. Skill in communicating verbally and in writing with subordinates, public groups, regulatory and support organizations, and with superiors.
8. Skill in evaluating applications for employment and the performance of employees.
9. Skill in training and motivating subordinates.
10. Skill in evaluating the characteristics of fires and deciding on the most appropriate actions to take.
11. Skill in working safely around high voltage equipment, and with machinery and sharp tools.
12. Ability to communicate verbally at the scene of fires.
13. Ability to work under stressful situations where there is danger to life and property.
14. Ability to occasionally lift objects of over 50 pounds.

##### 2. Responsibility

- a. This position has supervision over all Fire Department employees.

##### 3. Personal Work Relationships

- a. Contacts are typically with co-workers and the general public.
- b. Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems and provide services.

##### 4. Physical Effort and Work Environment

- a. The work is typically performed while intermittently sitting, standing, bending, crouching or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity and distinguishes between shades of color.

- b. The work is typically performed indoors. The work requires the use of protective devices such as masks, goggles, gloves, etc.
5. Guidelines
- a. Guidelines include traffic laws, work safety policies, and city policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.
6. Complexity and Scope of Work
- a. The work consists of related equipment operation duties. Inclement weather and heavy traffic contribute to the complexity of the complexity of the position.
  - b. The purpose of this position is to plan, direct and manage the overall provision of fire services to the citizens of the city. Successful performance helps ensure the safety of life and property.
7. Minimum Qualifications
- a. High school diploma required. A Bachelor degree is preferred. Candidates with a Bachelor Degree, in field, will be given additional consideration.
  - b. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
  - c. Experience sufficient to thoroughly understand the diverse objectives and functions of the departments in order to direct and coordinate work within the departments, usually interpreted to require three to five years of related experience.
  - d. Management/supervisory training with minimum of 5 years of supervisory experience.
  - e. Possession of Class “B” vehicle operator’s license or equivalent
  - f. Compliance with Georgia Code 25-4-1 (Fire Fighter Standards and Training).
8. Supervisory Controls
- a. The City Manager assigns work in terms of department goals and objectives. The manager reviews work through conferences, reports and observation of department activities.

**E. APPROVAL SIGNATURES**

**I have read and understand the attached job description for the position of Fire Chief with the City of Jasper.**

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Employee (print)

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Employee (signature) Date

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**Department Head (print)**

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**Department Head (signature)** **Date**

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**City Manager (print)**

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**City Manager (signature)** **Date**