

FIRE CHIEF

GENERAL DESCRIPTION: The employee in this position performs as the Commanding Officer of the Fire Department and is responsible for the protection of life and property of the citizens of the Town of Jonesborough. The Fire Chief shall be responsible for the protection of lives and property as well as the day-to-day operation of the Fire Department. Work is subject to the plans, policies, and procedures approved by the Public Safety Director. This employee is under the direct supervision of the Public Safety Director/Operations Manager and the general supervision of the Town Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

- Responsible for planning, organizing, and directing all activities of the Department.
- Responsible for the solicitation and interviewing of staff and for making staffing recommendations related to the department.
- Develops, presents, and administers the annual operating budget for the fire department.
- Responsible for the review and authorization of all purchase requests.
- Analyzes the fire prevention and fire hazards of the Town.
- Develops and plans fire prevention and fire safety programs.
- Directs inspection of buildings for fire hazards as the Town Fire Inspector.
- Supervises, participates, and maintains coordination of the training of division members.
- Assumes command at fire scenes.
- Maintains time sheets for payroll.
- Plans, directs, assigns, supervises, and evaluates the work of full-time, part-time, and volunteer staff assigned to the department.
- Maintains records in purchasing, fire reports, and daily activities.
- Maintains fire pre-plans.
- Exercises good judgment in evaluating situations and making decisions.
- Directs proper deployment of fire personnel and equipment at the scene of a fire in order to extinguish the fire most effectively and safely.
- Determines the necessity of additional firefighters or equipment at the scene of a fire.
- Directs and maintains proper inspection and maintenance of all fire hydrants within the Town water system.
- Directs and maintains all records regarding the ISO program.
- Attends meetings and public gatherings to explain Fire Department activities.
- Attends functions and obtains citizen support of fire projects.
- Conducts and prepares reports as required or directed.
- Develops long range plans for fire service in Town.
- Participates in the Washington County Volunteer Fire Chiefs Association.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of equipment employed in modern firefighting, including knowledge of hydraulics as related to firefighting; thorough knowledge of the operation and maintenance of the various types of apparatus and equipment used by the Department, and the ability to supervise the effective use of such equipment and apparatus; thorough knowledge of fire-training practices and techniques, rules and regulations of the Fire Department and Town, and controlling federal, state, and local laws and ordinances; thorough knowledge of fire hazards and fire prevention techniques; thorough knowledge of the use of fire records and their application to the solution and evaluation of fire problems and in the effective planning of fire programs and assignments; thorough knowledge of ISO regulations and the impact of the ISO rating on the Town's residents and businesses; ability to command the respect of officers and personnel, plan, assign, coordinate, direct, supervise, and evaluate their work; ability to react quickly and calmly in emergencies and to direct the work of subordinates in emergency situations; ability to express ideas clearly and concisely, both orally and in writing, to groups and/or individuals; ability to establish and maintain effective working relationships with other Town employees, officials, and the public.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of high school diploma or approved GED certificate. BS degree in fire science, or related field preferred; or any equivalent combination of training, education and experience; extensive experience in firefighting and fire prevention work, supplemented by completion of approved training in fire department administration and operation. Successful completion and certification of the State Firefighter II, Fire Instructor I, and Fire Officer IV; Must be certified in CPR, Emergency Medical Responder, and advanced vehicle extrication; Emergency Medical Technician preferred; Certification in Fire Inspector I. Must possess a valid driver's license issued by the State of Tennessee. (Any State certifications not currently held, must be obtained within one year of employment.)

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This position description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical tasks such as; walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (100lbs. or over) items. May involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both. Must be able to push and/or pull heavy objects, climb ladders, and possess the physical strength to carry an individual.

Environmental Requirements: Task may require infrequent, and at times sustained, exposure to adverse environmental conditions such as cold, rain, snow, fumes, and chemical sprays.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodations: Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 20

Exempt

January 22, 2024