

FAIRFIELD COUNTY, SOUTH CAROLINA

JOB TITLE: Director of Fire Services (Fire Marshal) County Administration

GENERAL STATEMENT OF JOB

Under limited supervision, supervises, plans and directs the activities of the Fairfield County fire service program in order to ensure the proper provision of fire protection services for County citizens. Responsible for the purchase and maintenance of all fire equipment and facilities, the supervision and training of all volunteer fire fighters and fire chiefs, the development and management of the rural fire program budget, fire prevention awareness programs, fire investigations and fire code enforcement. Supervises rural Fire Chiefs and volunteer personnel; reviews work of subordinates for completeness and accuracy. **The Director of Fire Services has authority to take control of fire scene activities to ensure safety of firefighters.** Reports to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES ESSENTIAL JOB FUNCTIONS

Supervises the operation of the Fairfield County fire service program; directs and supervises duties of volunteer Fire Chiefs and volunteer firefighters. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; recommending and approving employee transfers, promotions, discipline, discharge and salary increases.

Reviews the work of subordinates for adherence to policies and procedures; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Ensures all fire personnel and volunteers are trained according national OSHA standards. Schedules, coordinates and/or conducts training for Fire Chiefs and volunteers to ensure that they are trained properly in fire-fighting techniques and in the use of equipment, and are able to respond to fire emergencies and other fire-related situations with promptness, skill and professionalism.

Ensures all County fire equipment is in good operating order and meets all OSHA standards.

Bids, orders and documents all fire service equipment for all fire service departments.

Reviews contracts for fire protection with other local jurisdictions; oversees the term of such contracts.

Work with staff members in setting and accomplishing goals in the areas of training, maintenance, codes, administration, public education, fire investigation and communications. Formulates and enforces departmental rules and regulations, work methods and procedures.

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

Prepares the annual Fire Service budget. Develops budget recommendations for the department, including capital and operating expenditures. Monitors and approves all expenditures for compliance with budget guidelines. Develops specifications to be used in the purchase of fire equipment and apparatus; orders parts for repairs and tests equipment for performance

Inspects fire department facilities for compliance with OSHA and NFPA guidelines.

Inspects existing buildings for OSHA compliance.

Responds to emergency scenes as incident commander for fires, hazardous materials incidents, and as requested by fire departments and other emergency agencies. Ensures prompt response with appropriate equipment and manpower.

Conducts fire and arson investigations.

Collects, coordinates and processes billing paperwork for all County fire departments.

Reviews architect plans for fire protection systems for new County construction, ensuring compliance with fire codes and other regulations. Investigates and implements measures to correct code violations throughout the County.

Keeps abreast of new technology, methods and regulations for fire prevention and suppression operations.

Coordinates and implements fire prevention awareness programs for the general public.

Attends all County Fire Commission meetings; attends conferences and continuing education classes as appropriate.

Receives, reviews and evaluates reports from subordinate personnel regarding department activities. Performs computer data entry to record and retrieve department information and to prepare reports and correspondence. Maintains computer records.

Receives and reviews documents such as invoices, vehicle maintenance records, training records, incident reports, safety reports, personnel files, policy/procedure updates, fire code reports, job applications, performance appraisals, budget documents, contracts, memo, correspondence, etc.

Prepares and/or processes billing invoices, inspection reports, various reports required by County and regulatory agencies, training materials, policies and procedures, purchase orders, specifications, memos, correspondence, etc.

Refers to policy and procedure manuals, code and safety manuals, ordinances, maps, directories, building diagrams, blueprints, etc.

Operates office equipment such as a computer, printer, typewriter, adding machine, calculator, copier and telephone.

Operates and ensures the maintenance of a variety of specialized equipment such as fire engines, trucks and other motor vehicles, fire fighting apparatus, two-way radio, breathing apparatus, hand tools, etc. Exercises care and safety in the use of equipment and tools.

Interacts and communicates with various groups and individuals such as County Administrator, other County management personnel and staff, Fire Chiefs, volunteers, fire personnel in other jurisdictions, community groups, elected officials, various government agencies, news media, civic organizations, law enforcement agencies, Forestry Commission, contractors, insurance companies, and the general public.

ADDITIONAL JOB FUNCTIONS

Reviews community development and construction plans for compliance with fire safety regulations and ordinances.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an associate's degree or equivalent from a two-year college or technical school with a major in fire service or codes enforcement and Six to Ten years experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be certified as a S.C. State Fire Marshal and possess a number of certifications from the S.C. Fire Academy, the National Fire Academy and others. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including fire fighting equipment, fire trucks, office equipment, computer, two-way radio, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop kneel, crouch, push, pull, climb and balance and perform manual tasks during code inspections and fire emergencies. Must be able to lift and/or carry weights of up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to fire personnel and receiving assignments and/or directions from County Administrator and/or Fire Service Board.

Language Ability: Requires ability to read a variety of building and fire codes, building diagrams, policy and procedure manuals, fire fighting manuals, code of laws, maps, etc. Requires the ability to prepare fire reports, equipment specifications, financial reports, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect

data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff of volunteers; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and to understand and implement basic office and specialized machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach personnel. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including general engineering and construction, legal, budgeting, mechanics and electrical, fire science, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of algebra, geometry and trigonometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office and special fire fighting machinery; to operate motor vehicles and fire trucks.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, hand tools, fire fighting equipment, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing in uncomfortable physical conditions and under stress when confronted with emergency, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job. The worker may be subject to danger or risk to a significant degree. Must have temperament to adjust to loud noise levels and occasional risk of electrical shock.

Physical Communications: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the County Fire Board as they pertain to the performance of duties of the Fire Marshal. Has comprehensive knowledge of fire science theory, fire prevention techniques and protocol and fire investigation and inspection techniques. Knows how to react calmly and quickly, with control and confidence, in emergency situations. Has skill in directing and participating in fire emergency operations. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to ensure compliance with all laws and regulations through effective supervision of fire department personnel. Has thorough knowledge of the organization of the Fire Service Board and Fire Services Department and of related departments and agencies. Has considerable knowledge of the functions and interrelationships of County and other governmental agencies. Knows how to apply supervisory and managerial concepts and principles. Has the ability to develop and conduct effective technical training for personnel and volunteers. Has the ability to use independent judgment as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and

interpret codes of law, construction diagrams, building and fire codes, technical reports and manuals and related materials pertaining to the responsibilities of the job. Knows how to prepare fire reports, budget documents, equipment specifications, correspondence, etc. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to make public presentations. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has skill in the use of computers. Has knowledge of the standard tools, materials and practices of the trade. Has skill in the care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the trade. Is able to make minor repairs and adjustments to equipment. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints

from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with County Supervisor, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within constraints of County policy, formulates appropriate strategy and tactics for achieving departmental and County objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve the goals and objectives of the department and the County.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Recommends employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the County. Personally directs the development and training of department personnel ensuring that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns duties to staff as necessary and/or appropriate to meet department goals, enhance staff abilities, build confidence on the job and assists staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

