

City of Morrow
MORROW FIRE DEPARTMENT - POLICY

Policy No.: 1039

Subject: Job Description for Fire Chief

JOB TITLE: Fire Chief

DEFINITION:

Position is located in the Fire Department which provides protective services to prevent and/or limit the loss of life and property due to fire or hazardous materials, and to rescue victims in other emergency situations. Position involves acting as the executive officer of the department and reporting directly to the City Manager.

FUNCTIONS OF THE JOB/WORK PERFORMED:

- Formulates Department policies and sees that rules and regulations and all general special orders are understood and enforced.
- Directs, supervises and plans for entire Department and its personnel.
- Regulates his office, so when he is absent, the Department can be run under the command of the Assistant Fire Chief or Acting Fire Chief.
- Controls expenditure of departmental appropriations and prepares budget estimates.
- Supervises and participates in training of members of the fire fighting force in fire fighting methods, procedures and duties, particularly at the administrative and supervisory levels.
- Receives and disposes of complaints.
- Attends meetings and public gatherings to explain the activities and functions of the Fire Department, and to establish favorable public relations.
- Appears before the City Council to explain departmental plans, requests, and activities as directed.

- Develops departmental personnel rules.
- Disciplines members of the department.
- Prepares written evaluations of performance of subordinates.
- Other duties assigned as necessary.

City of Morrow

MORROW FIRE DEPARTMENT - POLICY

Subject: Qualifications for Fire Chief

JOB TITLE: Fire Chief

DEFINITION:

Position is located in the Fire Department which provides protective services to prevent and/or limit the loss of life and property due to fire or hazardous materials, and to rescue victims in other emergency situations. Position involves acting as the executive officer of the department and reporting directly to the City Manager.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:

Knowledge of:

Principles and accepted practices and procedures of Fire Department administration, management, organization and operation as applied to the various departmental programs and activities.

Modern methods of fire suppression and prevention.

Rescue and emergency medical services first responder procedures and techniques.

All Fire Department tools, equipment and apparatus and skill in their operation and maintenance.

Geography of the emergency response area with specific emphasis on locations of principal buildings, complexes and population centers, street numbering systems, hydrant locations and access roads to determine quickest and safest routes and most effective placement of equipment and apparatus.

Fire and hazardous materials pre-plans relating to specific buildings and special hazards.

Basic mathematics, mechanics and hydraulics.

Hazards encountered in firefighting, hazardous materials containment, rescue operations, and skills in identifying and coping with these hazards.

Capabilities and limitations of personnel assigned.

Applicable federal, state and city codes and ordinances.

Policies, procedures and guidelines of the City of Morrow and the Morrow Fire Department.

Skill in:

Commanding the respect of subordinate officers and directing work under emergency conditions.

Directing, supervising and motivating personnel and in communicating with others in highly stressful situations.

Working effectively in physically demanding and psychologically stressful situations. Effective written and verbal communications.

Contacts with co-workers involve a high degree of teamwork requiring close interaction for extended periods of time. Contacts also include the general public in both emergency and non-emergency situations.

Establishing and maintaining effective working relations with other city officials and the public.

Preparing and supervising clear, accurate and comprehensive reports.

Instructing others in the use of all Fire Department tools, equipment, apparatus, the development of supervisory skills and related topics.

Understanding the policy, procedures and guidelines of the City of Morrow and the Morrow Fire Department.

Abilities in:

Work involving frequent lifting of heavy objects, bending, crouching, standing, climbing/working from tall ladders, and operating equipment requiring a high degree of dexterity.

Work involving Emergency Medical Services Care

Qualifications:

Bachelor degree

Georgia Drivers License

Basic Firefighter Certification with the State of Georgia Firefighter Minimum Standards and Training Certifications

7-09 American Heart Association Basic Life Support Course C

Working knowledge in Emergency Medical Services

Five (5) years in a supervisory position

Master degree preferred

CFO or EFO preferred

Any equivalent combination of experience, education, and training which satisfies the requisite knowledge, skill, and ability may be considered.