

TITLE: Chief of Fire and Emergency Services / Director of Public Safety

FD-EMS/1

DEPARTMENT: Public Safety, Fayette County

JOB SUMMARY: This position is the Chief Executive Officer responsible for directing the administration and operations of the Division of Public Safety and of the departments of Fire and Emergency Services, Emergency Management/Homeland Security, 911 Communications, Marshal's Office, and Animal Services. This position also serves as the Chief of Fire Services, Emergency Medical Services, and Emergency Management / Homeland Security.

MAJOR DUTIES:

- o Directs the Department of Fire and Emergency Medical Services and the Emergency Management Agency.
- o Directs program managers in the delivery of consolidated public safety activities for Fayette County; provides leadership and policy direction in administrative services, human resources, budget/finance, and in work practices/processes consolidation efforts.
- o Translates county policy as directed by the Board of Commissioners and the County Administrator into administrative and operational practices within the departments and division of Public Safety.
- o Interprets and applies federal, state and local policies, procedures, laws and regulations
- o Attends and actively participates in meetings, workshops, and conferences to provide and receive information to enhance the effectiveness of the divisions and departments of Public Safety.
- o Oversees the administration of hiring, training, operational assignment, organizational issues, promotional process, performance evaluations, and discipline processes.
- o Develops and provides executive oversight for the implementation of public safety initiatives including systems evaluation/analysis, deployment of resources, infrastructure location, service utilization, customer service issues, internal affairs, ordinances/law related issues, regulatory compliance, and public and private partnerships.
- o Establishes and maintains cooperative working relationships with those contacted in the course of work including County and other government officials, community groups, the general public and media representatives.
- o Represents the department and Public Safety Division to the community.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of effective administration with particular attention to short- and long-range strategic planning.
- o Knowledge of the theories, principles, and practices of effective public administration, with special reference to Public Safety policies, personnel, and budget administration.
- o Knowledge of governmental organization and management including federal, state, and local laws.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of governmental finance and budget processes.
- o Knowledge of Fayette County public policy.
- o Knowledge of principles of fire suppression and prevention infrastructure.
- o Knowledge of health care delivery systems.
- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of personnel laws and county and department personnel procedures.
- o Knowledge of local, state, national, and professional relevant training standards.
- o Skill in preparing and monitoring operating budgets.
- o Skill in planning, directing, and supervising the work of subordinate personnel.
- o Ability to develop goals, objectives, and benchmarks.
- o Ability to facilitate positive group dynamics in a team environment.

SUPERVISORY CONTROLS: The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include The Official Code of Georgia, state regulatory agency policies and procedures, Firefighters Standards and Training Council guidelines, county ordinances, administrative rules, regulations, and policies, and department and division policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied management, supervisory, and administrative duties. The necessity of balancing present community needs with the needs associated with disaster preparedness contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the activities of the Public Safety Division and the Fire and Emergency Services Department. Success in this position contributes to the safety and well being of county residents.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected and appointed officials, other Fire Chiefs, health care providers, state medical directors, business representatives, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office, outdoors, and at the scene of emergency incidents. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Deputy Fire Chief (1), Communications Director (1), Animal Control Director (1), Administrative Assistant (1), and Emergency Management Coordinator-Captain (1), Chief Marshal (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Master's degree in Public Administration, Management, or a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Certification as a firefighter from the Georgia Firefighter Standards and Training Council.
- o Certification as a Paramedic from the National Registry of EMTs and licensure as a paramedic from the Georgia Department of Human Resources.