

TITLE: Division Chief/EMA Director

FD-EMS/6

DEPARTMENT: Fire-EMS-EMA, Fayette County

JOB SUMMARY: This position is responsible for directing county-wide emergency management activities in preparedness, mitigation, response, and recovery operations.

MAJOR DUTIES:

- o Serves as Director for the Fayette County Emergency Management Agency-Emergency Management Homeland Security functions countywide.
- o Directs and coordinates the Emergency Operation Center readiness, activation, coordination, and supervision.
- o Maintains emergency management compliance for Fayette County and various municipalities.
- o Oversees emergency Public Information Officer and Public Affairs Officer.
- o Writes and maintains the countywide Emergency Operations Plan.
- o Performs countywide community threat/risk assessments.
- o Writes grants and serves as grants project manager and administrator.
- o Coordinates damage assessments after disasters and prepares reports for elected officials and state and federal agencies.
- o Conducts disaster exercises.
- o Administers the process for submitting federal and state reimbursement claims for county costs during and after a declared disaster.
- o Develops cost estimates and makes budget projections for the Emergency Management Program.
- o Coordinates training programs and emergency operations drills to prepare department heads for quick and effective emergency response.
- o Develops and implements pre-disaster mitigation strategies and planning.
- o Responds to Emergency Scenes to provide support for operations.
- o Represents the county on various external and internal task forces and committees.

- o Coordinates the activities of the Local Emergency Planning Committee and Resource Council.
- o Coordinates with county and outside agencies the environmental response, clean up, cost recovery and documentation for hazardous materials incidents.
- o Responds to emergency scenes and performs duties as a Firefighter and Paramedic.
- o Researches, reviews, and responds to environmental assessment requests from the public and engineering firms.
- Supervises and oversees the Bureau of Fire Prevention and County Fire Marshal's office
- Oversees and coordinates Faith Based Disaster Network volunteer program
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of the principles and practices of local emergency management.
- o Knowledge of the local, state, and federal emergency management and Homeland Security system procedures, guidelines, and compliance issues.
- o Knowledge of current federal, state, and local laws, administrative rules, standards, guidelines, and ordinances.
- o Knowledge of county government policies, procedures and finance.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of relevant training standards.
- o Skill in the use of specialized hazardous materials databases and modeling software for mitigation, preparedness, response, and recovery purposes.
- o Skill in coordinating mitigation, preparedness, response, and recovery operations.
- o Skill in supervising and participating in the response to emergency scenes.
- o Skill in the operation of job related vehicles, equipment, and tools.

- o Skill in planning, directing, and supervising the work of subordinate personnel.

**SUPERVISORY CONTROLS:** The County Deputy Fire Chief assigns work in terms of very general instructions. The County Deputy Fire Chief spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include the Emergency Management Act, the Super Fund Reauthorization Act, National Incident Management System, federal emergency management disaster response publications, the National Response Plan, the Georgia Emergency Management Agency Response Plan, department policies and procedures, and medical protocols. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied supervisory, administrative, and emergency management duties. Strict and frequently changing regulations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to direct the county's emergency management program and the Bureau of Fire Prevention. Success in this position contributes to the safety and well being of county residents.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, state and federal employees, representatives of businesses with large industrial facilities, plant managers, and industrial safety managers, members of the news media, health care providers, law enforcement personnel, 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, bending, crouching, climbing stairs, stooping all while dressed in work uniform or wearing PPE and could be carrying additional equipment. The employee occasionally lifts light and heavy objects including medical patients, climbs ladders up to 100+ feet in height, and uses tools or equipment requiring a high degree of dexterity.

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

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over the Emergency Management Specialist/Lieutenant (1) the County Fire Marshal, a Lieutenant (1) assigned to the Bureau of Fire Prevention and a secretary and other assigned personnel during disaster and non-disaster situations.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class B) 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

- ⊕ Knowledge and level of competency commonly associated with completion of specialized training in the field of work with minimum certification as a basic certified Emergency Manager by the Georgia Emergency Management Agency and with certification by the same agency as a Professional Emergency Manager and designation as a International Certified Emergency manager preferred.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, and a minimum of five years experience with a recognized career fire department. Two years experience as a Lieutenant or Captain with Fayette County Fire & EMS. Years of experience can run concurrently.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.

- o Meet current requirements set forth by the National Fire Protection Association as a Firefighter 2, Fire Officer 2 and meet the Georgia Firefighter Standards and Training Act.
- o Possession of State of Ga. Paramedic license and possesses and maintains National Registry certification as a Paramedic.
- o Ability to obtain or possesses Certified Emergency Manager designation by State of Georgia. Time frame for designation to be determined after appointment.