



Assistant Chief – Fire & EMS Community Affairs Fire & EMS

FIRE-EMS/24

JOB SUMMARY

This position is responsible for directing the activities of the Bureau of Fire Prevention, Emergency Management Preparedness, and Logistics while assisting the Chief of Fire and Emergency Services in community-wide efforts in education, prevention, and preservation of life in an all-hazards approach. The position responsibilities include oversight of the Fire Marshal's duties and is responsible for coordinating vehicle maintenance, equipment repair and testing programs. This position is responsible for coordinating fire station maintenance and repairs and assists with budget preparations and purchase order requisitions within the county software system. This position may serve as the County EMA Director or County Fire Marshal or Logistics Officer.

MAJOR DUTIES

1. Reviews results of inspections conducted by Fire Inspectors; solves code compliance issues not resolved as a result of inspections.
2. Oversees reporting to state and national agencies.
3. Provides information to the Public Information Officer.
4. May perform the duties of the Fire Chief in his or her absence as assigned.
5. Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
6. Assists in department budget preparation; provides accurate estimates.
7. Provides information to other county departments and outside agencies.
8. Responds to major Fire & EMS incidents.
9. Assists in coordinating the Citizens Fire Academy.
10. Oversees the maintenance and repair of fire apparatus, medic units and staff vehicles.
11. Oversees the purchase and maintenance of radios for the department which includes mobile radios and portable radios along with accurate inventory of radios.
12. Assists with the written specifications for fire apparatus and medic units and attends pre-bids to answer technical questions and onsite inspections.
13. Assists with budget preparation for fire and EMS supplies; provides accurate estimates; monitors expenditures; applies cost saving techniques.
14. Schedules maintenance for departmental vehicles, equipment, and buildings.
15. Responds to emergency scenes to provide supervisory and command functions until relieved by a superior.
16. Inspects equipment and orders maintenance as needed; ensures that apparatus is properly equipped and ready to respond to emergency situations.
17. Establishes and maintains vendor relationships and serves as departmental liaison.
18. Purchases firefighting equipment and safety supplies.
19. Develops maintenance schedules relating to the general repair of fire equipment.
20. Coordinates the distribution of uniforms (work and dress) and firefighting PPE and maintains database of PPE according to NFPA.
21. Coordinates the yearly testing of SCBA.
22. Coordinates the repairs of firefighting equipment.
23. Functions as department information technology liaison; effects the repair and installation of computers and other electronic equipment; advises on departmental needs related to technology and software purchases.
24. Performs special projects to assist the department with goals and objectives.
25. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of current federal, state, and local laws, administrative rules, standards, guidelines, and ordinances.
2. Knowledge of county government policies and procedures.
3. Knowledge of management and supervisory principles and practices.
4. Knowledge of purchasing principles and practices.

5. Knowledge of budgeting principles and practices.
6. Knowledge of fleet and fire apparatus maintenance.
7. Knowledge of emergency response vehicle construction standards.
8. Knowledge of management and supervisory principles and practices.
9. Knowledge of the processes and procedures of software evaluation, testing, and purchasing.
10. Skill in coordinating the bid process for departmental purchases.
11. Skill in supervising and participating in the response to emergency scenes.
12. Skill in the operation of job-related vehicles, equipment, and tools.
13. Skill in planning, directing, and supervising the work of subordinate personnel.
14. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
15. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
16. Ability to maintain confidentiality.

SUPERVISORY CONTROLS

The Fire Chief assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include NFPA standards, local ordinances, state laws, federal laws, fire codes, county policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The purpose of this position is to coordinate the department's logistics programs and to maintain the safety of department equipment and personnel. Success in this position contributes to well-run department.
- The work consists of varied supervisory, administrative, fire investigation, and inspection and code enforcement duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to coordinate the department's fire prevention, fire safety education, and fire inspection programs. Success in this position contributes to the safety and well-being of county residents.

CONTACTS

- Contacts are typically with co-workers, representatives of state and federal agents, and members of the general public and vendors, law enforcement personnel, elected and appointed officials, representatives of other governments or agencies, educators, and members of the general public.
- 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/ WORK ENVIRONMENT

- 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.
- 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 may have direct supervision over Captains & Lieutenants – Fire Marshal, Lieutenant – Preparedness/ Logistics, Lieutenant – Inspections/Investigations, Logistics Officers, Quartermasters, and Administrative Secretary (1).

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 workplace 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, in addition to possession of a Bachelor's degree from an accredited college in the field of Fire Science, EMS Technology, or other related course of study.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, and a minimum of ten years' experience with a recognized career fire department. Three years' experience with Fayette County Fire & EMS. Years of experience can run concurrently.
- Certification as a Firefighter from the Georgia Firefighter Standards and Training Council.
- Certified as NPQ – Pro-Board Firefighter 1 & 2.
- Certification as a Paramedic from the National Registry of EMTs and licensure as a Paramedic from the Georgia Department of Public Health.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Certified as a NPQ Fire Officer 2.
- Within 18-months of appointment, must obtain GA Post Fire/Arson Investigator certification, and/or Georgia Certified Emergency Manager Advanced certification.