



Human Resources Department
City of Baldwin
P.O. Box 247
186 Hwy 441 Bypass, Baldwin, GA 30511

Job Title: Fire Chief

Reporting To: Chief Administrative Officer

Department: Fire

Job Type and Status: Full-Time, Exempt

Location: Baldwin, GA

Salary: \$67,000-\$98,000 Commensurate with Experience

General Statement

Under the direction of the Chief Administrative Officer, the purpose of this position is to manage, direct and coordinate the activities of all fire and rescue services and departmental operations while exercising responsibility for enforcement of all city, state, and applicable federal laws, statutes, codes, ordinances and regulations relating to public safety and welfare.

Duties and Responsibilities

- Coordinates all fire, rescue, and emergency medical activities, interacts with surrounding agencies, reviews and coordinates special programs, project development and special orders and memoranda
- Oversees training and maintaining certifications for fire department personnel
- Enforces and complies with fire codes, local ordinances, state fire laws and regulations in order to protect life and property
- Plans, organizes, manages, oversees and direct, either personally or through subordinate supervisors, all departmental functions and support staff activities in order to ensure proper allocation of personnel and resources and the efficiency and effectiveness of the department
- Establishes goals and objectives for employees; develops and implements policies, standard operating procedures, and training plan; monitors implementation of departmental rules and regulations; updates departmental guidelines according to federal, state, or local legislation
- Prioritizes anticipated departmental needs for each fiscal year; prepares and submits annual budget information; recommends budget revisions; administers approved budget and monitors operational expenditures for fiscal compliance; responsible for all purchase order approvals within approval thresholds for department



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- Responds to alarms, and emergency calls involving fire, hazardous materials, natural and man-made disaster; evaluates on-scene conditions, determines strategy and tactics, and directs firefighting and/or rescue activities; supervises fire communications
- Conducts inspections of departmental vehicles, equipment, and buildings; evaluates and directs tests on equipment; writes and/or approves specifications for new apparatus and equipment; ensures specifications meet federal, state, and local regulations; oversees and assists with procurement of equipment, supplies, and protective gear
- Maintain knowledge of area geography, roads, alternate routes, and fire hydrants within the jurisdiction
- Conducts annual performance evaluations for all department personnel; may delegate responsibility to command staff, counsels; oversees disciplinary action for all officers and members in accordance with regulations and city policies
- Oversees the preparation and analysis of department records and reports to ensure efficient operations, meet service demands and comply with authorized requests for information
- Ensures compliance in reporting and certification/classification of department with the Insurance Service Organization Georgia Firefighter Standards Training Council and other relevant organizations
- Attend regional and state conferences, conventions, and meetings to ensure the department stays current on modern firefighting methods, investigation techniques, training methods and administration
- Prepares long-range management and operational plans compiled from statistical data and from studying incident trends, community needs departmental and administrative goals and objectives
- Coordinates with other departments during states of emergency, major weather event or natural disaster
- Reviews documents processed by subordinates; discusses errors and recommends method for corrective/alternative action; provides technical assistance.
- May be required to be on twenty-four-hour call and/or regularly work on various shifts, weekends, and/or holidays
- Performs other duties as assigned



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Minimum Qualifications

- Bachelor's degree preferred (in Fire Science or related field)
- Ten (10) years of management experience in fire service, fire safety, prevention, suppression, methods, equipment, and supplies, or related field
- Successful completion of Physical Agility Test as prescribed by GFSTC
- Georgia Basic First Responder
- GFSTC Certified Firefighter
- GFSTC Certified Fire Chief
- NPQ Firefighter I/NPQ HazMat: Operation Level
- GEMA- Crash Victim Extrication
- NFA-Incident Safety Officer
- Possesses valid Georgia driver's license Class F.
- Strong and Effective Customer Service Skills
- Intermediate Microsoft Suite Proficiency

Interpersonal Communications

- Strong reading and written/verbal/ e-mail communication skills
- Requires the ability to speak with and/or signal people to convey or exchange technical, medical, safety, financial, personnel, and administrative information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with elected officials, news media, attorneys, sales representatives, educators, and the general public
- Skills in problem solving
- Skills in prioritizing and planning

Physical Demands

- Must be able to operate a variety of automated office equipment including computers, printer, calculator, copy and facsimile machines, and telephone
- May be required to operate and a variety of firefighting, rescue, and medical equipment including extinguisher, pumper, hand/power tools, chain saw, generator, fans, ladders, hoses, breathing apparatus, protective clothing, emergency medical supplies, ropes, forcible entry and rescue tools, two-way radio, and motor vehicles



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- Physical demands may require the ability to exert strenuous effort in work which may include lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (50-200lbs) for sustained periods of time

Environmental Factors

Essential functions are regularly performed with exposure to adverse environmental conditions including inclement weather, chemical and gases (hazardous or non-hazardous) requiring additional personal protective equipment. This work environment routinely involves imminent conditions or events which cannot be fully anticipated or protected against, and which exposes one to life threatening situations.

Requirements

- Pass Background Check
- Pass Drug Test
- Clean Motor Vehicle Report
- This job classification is considered to be safety-sensitive and is subject to pre-employment and random drug screens
- Must be able to adapt to and perform under considerable stress when confronted with an emergency.
- Requires the ability to discern color

*All Applicants are considered for any position with the City of Baldwin regardless of race, color, religion, sex, national origin, age, sexual orientation, or genetic information.