



Division Chief - Fire Marshal Fire & EMS

FIRE-EMS/4 - 785

JOB SUMMARY

This position is responsible for directing the activities of the Fire Marshal Division and assists the Chief and Deputy Chief of Fire and Emergency Services in community wide efforts in fire safety, education, prevention, and preservation of life in an all hazards approach. The position responsibilities include fire investigation, developing strategies to improve fire prevention, fire safety education, and fire inspection programs. Additionally, this position is responsible for oversight of the Fire Suppression Rating elements of ISO and accreditation including the Community Outreach Program. This position serves as the ADA coordinator for the County.

MAJOR DUTIES

1. Functions as System Analyst for public safety infrastructure.
2. Assumes role as Executive Officer in the absence of the Chief or Deputy Chief of Fire and Emergency Services.
3. Examines plans; transfers electronic copies of building plans to department computer server; prepares written comments for each plan review.
4. Visits commercial building construction sites for fire code compliance; visits existing business locations, school locations, and government buildings for fire code compliance.
5. Serves as the database administrator for all Fire & EMS information systems. This includes verification of database backups; troubleshoots and corrects problems with backup software; handles routine software maintenance requirements and periodic updates; assists personnel with software issues.
6. Examines all rezoning applications in order to comment on service delivery issues with respect to fire prevention, service delivery issues for emergency medical services, and emergency management issues.
7. Examines preliminary plats for ingress and egress issues for fire apparatus; examines final plans for placement of fire hydrants; performs field checks to insure compliance; checks for water line pipe size designations.
8. Reviews results of inspections conducted by Fire Inspectors; solves code compliance issues not resolved as a result of inspections.
9. Reviews fire reports for correctness.
10. Conducts fire scene investigations; removes debris, takes photographs, conducts interviews, collects evidence, prepares search warrants, prepares arrest warrants, and coordinates activities with law enforcement.
11. Serves on the GIS steering committee for design and implementation of the Public-Sector uses for GIS.
12. Inputs data to the Geographical Information System; produces maps with various emphasis for specialty issues.
13. Comments on annexation issues; figures loss of tax revenue in impact fees and fire tax digest; follows up with required exchange of information on annexed properties.
14. Reviews county Web pages for departmental adjustments and updates.
15. Compiles and produces the annual report; oversees reporting to state and national agencies.
16. Oversees fire safety education program delivery and provides teaching assistance as needed.
17. Oversees county burn ordinance compliance; issues citations and supervises the issuance of citations by other officers.
18. Provides information to the Public Information Officer, serves as PIO in absence of regularly assigned PIO.
19. Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
20. Assists in department budget preparation; provides accurate estimates; monitors expenditures; directs replacement schedule of departmental computers and printers.
21. Provides information to other county departments and outside agencies.
22. Responds to major Fire & EMS incidents.
23. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of applicable fire codes and ordinances.
2. Knowledge of building construction practices.
3. Knowledge of current federal, state, and local laws, administrative rules, standards, guidelines, and ordinances.
4. Knowledge of county government policies and procedures.
5. Knowledge of management and supervisory principles and practices.
6. Knowledge of county geography, streets, roads, and buildings.
7. Knowledge of relevant training standards.
8. Knowledge of Geographic Information Systems and science.
9. Skill in supervising and participating in the response to emergency scenes.
10. Skill in the operation of job related vehicles, equipment, and tools.
11. Skill in planning, directing, and supervising the work of subordinate personnel.
12. Skill in report writing.

SUPERVISORY CONTROLS

The Deputy 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 local ordinances, state laws, federal laws, building codes, 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 work consists of varied supervisory, administrative, 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 investigation, 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, architects, engineers, construction workers, private investigators, other county employees, utility providers, law enforcement personnel, court personnel, elected and appointed officials, representatives of other governments or agencies, educators, representatives of the State Fire Marshal's office, 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 personal protective equipment (PPE) such as non-air supplied respirator/masks, goggles, gloves, and all protective clothing associated with Fire and EMS operations. This position is subject to recall and may require duties performed outside of normal business hours.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

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, in addition to an Associate's degree from an accredited college in the field of Fire Science, EMS Technology, or other related course of study. A Bachelor's Degree is preferred.
- GA Post Fire/Arson Investigator certification, GA Post Certified Peace Officer, GA Fire Inspector certification.
- Licensure as an EMT from the Georgia Department of Human Resources.
- 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. 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.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.