

## **POSITION DESCRIPTION**

Class Title: Fire & EMS Chief  
Department: Fire & EMS Department  
Worker's Comp: 054  
Original Date: February 28, 2018

### **GENERAL DESCRIPTION AND PURPOSE OF WORK**

Performs complex administrative, supervisory, and hands-on tasks as it relates to public safety, emergency response and fire protection services. Serves as the Department Head for the Fire & EMS Department.

### **SUPERVISION RECEIVED & EXERCISED**

Works under the general supervision of the Town Manager or his designee.

Supervises the employees of the Fire & EMS Department.

### **TYPICAL TASKS & RESPONSIBILITIES**

- Plans, organizes, and directs operations of the Fire & EMS Department. Responsible for department oversight to ensure a high performing organization.
- Evaluates and maintains adequate service levels. Ensures that the department has functional capacity, equipment, apparatus and personnel.
- Serves as the Emergency Operations Coordinator for the Town. Develops and maintains emergency operation plans in coordination with Wythe County and other local, state, and federal entities.
- Coordinates with the regional 911 center and serves as a liaison between the center and the Town.
- Prepares and presents operational, statistical and technical reports as needed.
- Communicates the activities of the department. Provides updates, and reports to the Town Manager, Town Council and other employees as needed.
- Responsible for department policies and operational procedures. To include the drafting of policy, auditing the effectiveness of policy and long term maintenance of department policies and procedures.
- Serves on respective boards and committees as assigned by the Town Manager.
- Responsible for coordinating and assigning personnel to shifts and to special assignments as needed. Responsible for ensuring adequate public safety coverage and response times. Serves as backup for department deficiencies in service.
- Prepares and manages the department budget. Manages expenditures, revenue generation and procurement of required equipment/supplies for the department.
- Capital Improvement Planning (CIP) to analyze and plan for capital projects.

- Oversees the enforcement of the Virginia Statewide Fire Prevention Code, and applicable sections of the Town Code relating to fire prevention and protection.
- Coordinate with the Virginia Department of Fire Programs, Regional/State Fire Marshall and other local, state and federal public safety organizations.
- Serves as the state recognized (DHCD) Fire Official & Fire Chief for the Town of Wytheville.
- Coordinates with the Virginia Office of Emergency Medical Services to progressively advance local emergency medical services personnel and training.
- Coordinates with both FEMA and the Virginia Department of Emergency Management. Actively participates in incident management trainings and preparedness activities. Ensures that staff is adequately trained for incident response and coordinates with other departments to ensure preparedness.
- Participates in professional development activities and progressively updates the department on practices, products and trends. Active membership in professional organizations such as the Virginia State Firefighter Association, Virginia Fire Chief Association, and/or the Virginia Emergency Management Association.
- Oversight over local ISO ratings and actively work to improve Town ISO Rating.
- Hiring, onboarding, training, counseling and managing employees. Performance evaluations and overseeing progressive discipline when required.
- Serves as the community liaison for public safety, fire protection and fire prevention programs. Actively encourages best practices to limit loss of life and property due to fire and other hazards. Serves as the community liaison for emergency response and promotes activities and programs to support first response and emergency operations.
- Manages organizational chart for the department. Maintains position control and regular oversight over the compensation plan and career progression for the department.
- Serves as Chief Training Officer for the department. Ensures that each employee is trained appropriately for respective job positions and roles. Expected to meet Train the Trainer qualifications to adequately train staff.
- Responsible for records maintenance and legal reporting requirements of the department. Coordinates with the Town legal staff on all legal matters.
- Coordinates with other department heads. For example, the Building Official when needed for fire and public safety inspections, permits and certificates of occupancy and the Police Chief as related to public safety initiatives.
- Serves as the Department representative on the Safety and Events Committee.
- Performs all other tasks as assigned by the Town Manager.

## **EDUCATION AND EXPERIENCE**

Preferred Education. Two-year or four-year college degree in a related discipline from an accredited college or university Equivalent amount of training and experience will be considered in lieu of college or university degree.

Preferred Experience. Extensive (5+ years) experience in fire, emergency medical services, emergency operations, and related fields. Supervisory experience as a Department Head, Assistant Department Head and/or at least three (3) years of supervisory experience is preferred for this role.

Professional Certification. Advanced certifications in both Fire and EMS or the ability to obtain certifications within one (1) year of the hire date is a requirement for this position.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive knowledge of all tasks relating to the Fire & EMS Department, such as; best practices, recent trends, efficient and effective methods.
- Knowledge of local fire and emergency medical services staffing needs.
- Skilled and proficient in the tasks expected of the department. Must have some level of on the job experience in both fire and EMS services.
- Comprehensive knowledge of and experience with federal and state laws and regulations applicable to the department.
- Ability to establish and maintain effective working relationships with other Town officials, employees, and the general public.
- Ability to present facts and recommendations effectively in oral and written form.
- Ability to record and organize statistical and financial data, apply logical sequence to the analysis and resolution of an issue.
- Ability to analyze and assess complex issues and provide appropriate guidance and direction to management.
- Ability to plan, supervise and direct staff.
- Skills in negotiation, conflict resolution and problem solving.
- Ability to maintain confidentiality and protect sensitive information.
- Professional demeanor with emotional intelligence and ability to navigate stressful and challenging topics with professionalism.
- Must lead by example and set high ethical standards for the department.

## **TOOLS AND EQUIPMENT USED**

Standard office computer systems, Microsoft Office suite of products, Phone system. Fire & emergency apparatus, equipment, and gear. Medical equipment as needed. Emergency response radios and first response equipment. Emergency and fire related vehicles.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk, or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls, and to reach with hands and arms.

The employee must frequently lift and/or move up to 100 pounds of equipment and when needed for emergency response transport patients of variable and sometimes heavy weights. Specific vision abilities required by this job include preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken work; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.

**WORK ENVIRONMENT:**

The work environment described here is representative of the environment an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work office is located at the Fire & EMS Station in the Town of Wytheville. When needed, the Chief may be required to be on site of emergency first response, hazardous incidents and fire situations. The work environment is subject to both inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and may require wearing a self-contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment. The position may require occasional travel to other departments located within the Town and when required, the position may require out of town travel for work related conferences, trainings, and workshops.

**SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview and reference check; criminal background investigation; job related tests may be required. The duties listed above are examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Effective Date: February 29, 2018

Revision History: February 7, 2023