City of Mauldin

Position Title: Fire Chief  
Department: Fire  
Updated: February 26, 2020

Position Summary
The ideal candidate will be a strong and innovative professional who demonstrates effective leadership skills in the areas of supervising personnel, carrying out City policies, and managing and coordinating departmental communications. In order to achieve results, the candidate must be able to analyze and evaluate widely varied and complex situations and issues.

The Fire Chief shall establish departmental goals, long range plans (e.g., fiscal and operational), objectives, policies, directives, regulations and standard operating procedures based on the needs of the City and the Fire Department.

The successful candidate will be an excellent and articulate communicator, orally and written, who is able to work well with the Mayor and City Council, City Administrators, City Department Directors, Fire Department personnel, other agencies and organizations. Candidate must possess excellent verbal and written communication skills and be able to demonstrate independent decision-making abilities in order to balance organizational and community concerns.

Duties
Position is responsible for management and control of the Fire Department, including the activities of fire suppression and prevention, code enforcement, fire alarms, hazardous materials, emergency management, emergency medical, budgetary and capital management, building, vehicle, and facility operation and maintenance, personnel administration and training.

Supervision
Employee works under the administrative direction of the City Administrator. The employee manages the operations of a major city department, performing highly responsible professional and administrative functions. Employee develops and follows fire service management policies and procedures and is directly accountable for department actions. The employee develops departmental policies, goals, objectives and budgets, consistent with statutory requirements, fire service and emergency medical service principles, national and state fire service standards, and city ordinances. Employee has access to confidential personnel files and lawsuits of the department.

Employee is responsible for the supervision of full-time employees and Volunteer employees, some of whom work at multiple stations and on different shifts, with a various number of staff in the field dependent upon the type and level of incident response required. Employee is responsible for recommending the hiring and firing of employees to the City Administrator and evaluates personnel performance on an ongoing and annual basis. The nature of the work cannot be planned. The department must be ready to respond to large and small incidents at a moment’s notice, with emergency responses fluctuating throughout the day and night. Employee is required to work outside of normal business hours and/or at night year-round and is on call at all times to respond to important situations.

Employee has access to all department confidential information.
Job Environment
Position responsibilities require the use of extensive judgment and ingenuity to perform the required fire suppression, fire prevention, rescue and emergency services within the limits of guidelines that include departmental policies and procedures, code enforcement, national and state laws, and city ordinances. Extensive judgement and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The position is responsible for interpreting these guidelines and determining their application to specific departmental incidents and situations, and in developing operational responses. The position requires the use of many different fire service principles, techniques and practices; as well as the application of a variety of management principles and practices; and is considerably complex, especially in the development of emergency incident response, management, and code compliance issues.

Errors can result in personal injury, deaths, delay or loss of service, monetary loss, and injury to other employees, damage to buildings or equipment, or legal repercussions. The position’s responsibility is to provide for the protection of lives and property under hazardous and emergency conditions and may require decisions that can have catastrophic consequences to the City, if improperly made.

Employee has frequent contact with the public to maintain public relations, review plans, conduct code compliance reviews, and respond to inquiries. Other contacts are with other city departments, fire officials, and community and business representatives to coordinate and execute departmental activities. Contacts are usually made in writing, in person and on the telephone.

Position Functions
The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the responsibilities of the position if work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions
1. Responsible for the administration of the department under the provisions of state and local laws, rules, regulations, and code, including the extinguishing of all fires and protecting life and property in event of fire.

2. Manages department, develops long-term goals and objectives, and administers all programs, making rules and regulations for the efficient and effective operation of the department.

3. Plans, organizes and ensures that all department activities are accomplished.

4. Responsible for procurement of materials, supplies, and equipment.

5. Evaluates department operations, administers discipline, determines staffing requirements, oversees training programs, and evaluates the performance of all members of the force to ensure the department is staffed with competent leaders and subordinates.
6. Commands incidents, hazardous material fire control, rescue mitigation and disasters, responds to emergency calls; responds to fire alarms and may direct activities at a fire or may delegate to other officers; supervises and directs investigations into causes of fire; meets with representatives of insurance companies; prepares and issues reports on fire damage.

7. Develops and oversees record-keeping of department, including accounts payable and budget control; plans and submits annual and supplementary budget requests; procures equipment, materials, and supplies; and supervises the maintenance of stations and apparatus.

8. Administers and enforces the city and department policies, regulations, and ordinances; issues permits, and prepares inspection reports.

9. Develops and administers a fire prevention program; participates in the dissemination of public information for individuals and groups upon request.

10. Oversees the enforcement of national fire & building codes.

11. Attends meetings of city officials for a variety of purposes; attends meetings of other fire officials to exchange information on new techniques and equipment.

12. Provides information to news media and attends conferences and meetings to keep abreast of current trends, represents the city fire department in a variety of local, county, state and other meetings.

13. Conducts service level demand analysis as required by the City.

14. Performs other related duties as required.

Recommended Minimum Qualifications

Physical and Mental Requirements
The employee works in a loud fire station and is exposed to outdoor weather conditions, high places, toxic or caustic chemicals, fumes or airborne particles, extremes of heat or cold, moving mechanical parts, and risk of electric shock up to 1/3rd of the time. Employee is required to walk, talk, and listen up to 2/3rd of the time; sit, use hands, reach with hands and arms, and taste or smell up to 1/3rd of the time. Employee occasionally lifts up to 60 lbs. Occupational risk includes those encountered by fire fighters at all such incidents. The employee must respond to emergencies during any weather condition. Normal vision is required. Equipment operated includes trucks in excess of 26,001 lbs., light trucks, automobile, light equipment, medical equipment, pneumatic tools, power tools, hand tools, office machines, and computers.
Education and Experience
A candidate for this position should have a Bachelor's Degree in Fire Science, Fire Administration, or related field or ten (10) years of progressively responsible fire service experience, five (5) of which as a Captain or higher, including managerial experience and budget preparation and administration experience.

Special Requirements
- A candidate for this position is required to be a Certified Fire Marshal in the State of South Carolina.
- Valid Class E South Carolina driver's license.
- Must have and maintain certification as NFPA, IFSPAC or Pro Board Firefighter II.
- Must have and maintain certification as NFPA, IFSPAC or Pro Board Fire officer II.
- Successful completion of NIMS-IS 100, 200, 700 & 800 courses.
- Successful completion of ICS 300 & 400 courses.

Knowledge, Skills and Abilities
A candidate for this position should have skill in and knowledge of:
- Modern fire suppression and prevention principles, procedures, techniques and equipment
- Applicable laws, ordinances, departmental standards, standard operating procedures, and regulations
- Excellent supervisory, leadership, personnel management, writing, communication, and delegation skills

And ability to:
- Plan, assign, direct and review the work of subordinates and direct large-scale operations of personnel and equipment under emergency conditions
- Maintain good public relations
- Manage departmental budget