

Haywood County Fire Chief - Job Description - 2024



Job Description Fire Chief – Haywood County, Tennessee

GENERAL DEFINITION OF WORK:

Under administrative direction of the County Mayor, the Fire Chief provides administrative direction and leadership for all fire department functions and emergency services, operations, and personnel through the supervision of staff and a review of their activities incorporation with the Emergency Medical Director. These positions will be co-equal.

Responsibilities include: reviewing the general operation of the department to determine efficiency; providing direction on major projects or problem areas; planning for the future; developing and implementing policies and procedures; providing policy guidance and providing support for volunteers. The Fire Chief develops and recommends improvements for the protection of life and property in the community to the County Mayor and County Commission through fire and emergency services provided through the department. It is imperative that the Fire Chief shall cooperate with all other fire services and emergency services to provide the best available protection for the people.

ESSENTIAL FUNCTIONS:

- Plans, coordinates, administers, and directs the activities and staff involved in the daily operations of the fire department and emergency services
- Plans, develops, and implements department goals, objectives, policies, procedures, and guidelines
- Plan, organize, lead, and direct a progressive public service agency with several functional areas to provide optimum fire services
- Develops, administers, and monitors the department budget; directs the forecasting of future needs
- Directs and participates in the development of the department's work plan;
- assigns projects and programs; reviews and evaluates methods and results
- Plan, prepare, and administer an annual departmental budget. Coordinates department activities with those of other departments and outside agencies
- Performs research, analyzes findings, prepares recommendations and reports for County Mayor.
- Responds to, and resolves, the most sensitive or complex complaints or problems
- Responds to major fire alarms and other emergency incidents
- Represents the County in relationships with outside agencies, community groups, and the public
- Represents the department at various conferences, conventions, and other meetings

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- Speaks before public and professional groups to provide information on department activities and programs and to promote public understanding and awareness
- Develops special projects as requested by County Mayor

SECONDARY FUNCTIONS:

- Performs other related duties as required

SUPERVISORY FUNCTIONS:

Is responsible for the overall direction, coordination, and evaluation of the fire department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities supervising subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

KNOWLEDGE AND SKILLS:

- The theories, principles, and practices of effective public administration, with special reference to fire department policies, procedures, personnel, and budget administration
- Modern management techniques, supervisory practices, and evaluation methods
- Governmental organization and management structure and function
- The principles and practices of effective administration with particular attention to short- and long-range strategic planning
- The principles and methods of budget preparation and monitoring
- The activities, objectives, and ideals of fire and life safety services and operations
- The facilities, equipment, and personnel needed to provide fire and life safety services and operations
- The methods, equipment, tools, apparatus, and materials used in providing fire and life safety services
- Working knowledge of various community risk reduction programs
- Working knowledge of the ISO Fire Suppression Rating Schedule and its application on community fire protection
- Progressive approaches to employee relations programs
- Must possess strong computer and computer application skills that at a minimum include Microsoft Office products including Word, Excel, and PowerPoint

ABILITY:

- Ability to organize, motivate, supervise, and energize volunteers
- Ability to work evenings and weekends
- Ability to plan for, organize, lead, and direct a progressive public agency with several functional areas
- Ability to organize and direct the activities of fire department staff engaged in providing optimum fire services

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- Ability to plan, prepare, and administer an annual departmental budget
- Ability to effectively analyze and resolve operational and procedural problems
- Ability to react quickly and calmly in emergency situations and to determine proper course of action
- Ability to operate a variety of firefighting equipment
- Ability to develop formal agreements and contracts with other agencies and communities
- Ability to establish and maintain effective working relationships with staff, town officials, community organizations, other fire departments, other agencies, town departments, and the general public
- Ability to speak before public groups on the plans, programs, and goals of the fire department
- Ability to advise County management and the County Commission of fire department progress
- Ability to respond courteously and tactfully to a demanding and diverse public in answering questions, explaining department policies, and handling complaints
- Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions and apply those to practical situations
- Ability to speak clearly and persuasively in positive or negative situations; listen and get clarification; respond well to questions; demonstrate group presentation skills; participate in meetings
- Ability to write clearly and informatively; edit work for spelling and grammar; ability to vary writing style to meet need; present numerical data effectively; able to read and interpret written information
- Ability to follow instructions, respond to management direction; complete tasks on time or notify appropriate person with an alternate plan
- Ability to meet scheduling and attendance requirements
- Ability to work as a member of a team

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Must have the following certifications from the Tennessee Commission on Fire Fighting Personnel Standards and Education
 - Firefighter I & II
- Must possess and maintain a valid driver's license.
- NIMS courses IS-100, IS-200, ICS-300, ICS-400, IS-700, and IS-800
- Tennessee certification as an Emergency Medical Technician (EMT). Paramedic, Advanced Emergency Medical Technician or Higher is preferred.
- Bachelor's degree from an accredited university with a major in Fire Science, Business Administration, Public Administration, or related field is not mandatory, but is preferred.
- Fire Instructor I and Fire Officer I and II.
- Executive Fire Officer or Chief Fire Officer is preferred.

PHYSICAL CONDITIONS:

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to grasp, touch, handle, or feel. The employee is

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occasionally required to stand; walk; reach with hands and arms. The employee must be able to lift and/or move, carry for distances up to 50 feet, push or pull, up to 50 pounds without assistance and up to 100 pounds or more with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Must be able to wear, and use, self-contained breathing apparatus (SCBA). Must be able to pass an annual fit test as required by OSHA.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee may be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils; risk of electrical shock and explosives. The noise level in the work environment is usually moderate and in an office environment except in emergency situations. Uses protective personal equipment. May be exposed to blood-borne pathogens and other infectious materials in the course of their duties. This position is subject to call out at any time of the day or night on any day of the year. Volunteer training for the districts at their stations is often scheduled in the afternoons, evenings or on weekends, and the job demands that regular supervision and attendance is provided. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

For More Information:

Haywood County Courthouse

1 North Washington

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