



CITY OF SENECA
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City of Seneca – Position Description **FIRE CHIEF**

GENERAL PURPOSE

Manages and operates the Fire Department for the city. Implements fire prevention and suppression to prevent or minimize the loss of life and property by fire. Supervises all Fire Department staff and volunteers, either directly or through subordinate supervisors. Reports to the City Administrator.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responds to alarms and serves as incident commander at the scene of major emergencies, as required.

Supervises and coordinates the preparation and presentation of an annual budget for the Fire department. Controls the expenditure of departmental appropriations.

Supervises the inspection of buildings for fire hazards. Enforces fire prevention ordinances. Inspects daycare facilities.

Schedules and assigns personnel.

Maintains departmental discipline, conduct and general behavior of assigned personnel. Maintains harmony among workers and resolves grievances.

Evaluates the need for and recommends the purchase of new equipment and supplies. Plans for and reviews specifications for new or replaced equipment.

Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire Department in a variety of local, county, state and other meetings.

Communicates official plans, policies and procedures to staff and the general public.

Directs the operation of departmental in-service training activities. Ensures that all firefighters maintain their certification and receive necessary training.

Establishes policies and procedures for Fire Department in order to implement City Administrator's directives.

Issues written and oral instructions and examines work for conformance to policies and procedures.

Maintains contact with general public, department officers and other City officials in the performance of fire department activities.

Meets with elected or appointed officials, other Fire officials, community and business representatives and the public regarding all aspects of the Department's activities.

Prepares and submits reports to the City Administrator regarding the department's activities and prepares a variety of other reports as appropriate, including the annual report of activities.

PERIPHERAL DUTIES

May serve as a member of employee committees.

Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Associate's degree in fire science, public administration or a closely related field,
- (B) Ten (10) years of experience in fire service work, three (3) years of which must have been in a supervisory capacity, and
- (C) Certified State Fire Marshall
- (D) Completion of the Fire Basic Training Academy, or
- (E) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Extensive knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
- Working knowledge of first aid and resuscitation techniques and their application.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Considerable knowledge of treatment of communicable disease and hazmat procedures.
- Skill in the operation of listed tools and equipment.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

SPECIAL REQUIREMENTS

- Must have or be eligible for CDL licensing
- Must be Certified State Fire Marshal

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses, and other standard fire-fighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is moderate in office settings, and loud at an emergency scene.

The duties listed above are intended only as illustrations 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.