Town of Surfside Beach - Job Description

Job Title: Fire Chief
Department: Fire
Reports to: Town Administrator
Pay Grade / Salary Range: M / $70,019 – $99,427
FLSA Status: Exempt

Summary  This position serves as the Chief Executive Officer of the Town of Surfside Beach Fire Department, supervises and coordinates activities of Fire Department personnel, to include full time, part time, and volunteer while working and or training in the firefighter capacity. The Fire Chief is on-call 24-7; required to ensure Incident Command is performed at the highest professional standards; assumes Incident Command if needed and is responsible for ensuring Fire Department personnel remain fully trained and certified as firefighters. The Fire Chief is the Emergency Management Director and assumes command of the town EOC in the event of major storms or incidents that require the EOC to be in operation. The Chief is responsible for public safety education and fire prevention; and other responsibilities designed to develop and improve the Town of Surfside Beach and its Departments.

Essential Duties and Responsibilities  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Command and supervisory responsibility with Career and Volunteer Firefighters; firefighting; fire prevention; fire investigations; fire prevention inspections and pre-planning.
- Responsible for managing, coordinating, and preparing the Town’s Emergency Operations Center (EOC) and responsible for insuring that the EOC’s Plan for the Town are developed and maintained; Serves as the Incident Commander of the EOC in the event of a Hurricane or major event.
- Assists department directors in major emergency/disaster planning and response.
- Performs supervisory duties including training, instructing, assigning, reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, conducting performance appraisals, acting on employee’s problems, recommending selection of new employees, transfers/promotions, discipline, termination, and salary increases in accordance with town policies, safety regulations, and applicable laws; supervises activities and personnel (career and volunteer) of the Fire Department.
- Makes staff assignments, establishes work priorities, maintains records, and prepares reports
- Assures compliance with town codes, ordinances, and other regulations; coordinates and cooperates with other area Fire, EMS and Public Safety departments
- Coordinates and supervises special events. Presents talks, discussions, and presentations concerning Fire Prevention and Safety with the community as requested
- Represents the department at various local and state meetings
- Directs and issues orders, relative to the operation of the Fire Department and regarding all operational aspects of firefighting, water rescue, fire prevention, public education, first responder medical operations and training related to afore.
- Ensure highest professional standards of performance and enforces Town and departmental orders and regulations
- Coordinates with the Town Administrator regarding the supervision of departmental administrative policies and procedures
- Draft orders/rules, regulations and operating procedures for the fire department
• Responsible for the operational availability, maintenance, repair, replacement and improvement of firefighting equipment, first responder equipment, apparatus, and overall fire station maintenance
• Participates in civic programs; disaster and civil defense activities; and fire prevention and safety campaigns, programs, and projects; educates the public on public safety issues
• Chairs the Town Safety Committee with the assistance from departmental representatives to insure compliance with all safety protocols as they relate to the South Carolina Municipal Association; prepares agenda for quarterly meetings
• Coordinates and oversees the scheduling and implementation of up to date safety training classes for all departments town-wide
• Oversees the Firefighters 1% Fund Budget
• Other duties may be assigned or required at the discretion of the Town Administrator

Qualifications  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

• Minimum of an Associate’s Degree (AA) in Administration / Fire Science Management; prefer a Bachelor of Science in Fire Service Management
• Ten (10) years progressive experience as a command officer (Battalion Captain and above)
• Ability to pass background check, drug and alcohol screening as well as medical and physical examinations
• Proven history of budget management experience
• Experience in working with Mutual Aid, State Emergency Management Agencies and Local Emergency Management Services and Fire Fighter Mobilizations at the State level.
• Proven goal setting and problem solving skills, procurement, and Fire Training experience to train and lead a fire department
• Working knowledge of OSHA regulations and safety in the work place standards
• Proven track record working with career and volunteers; must have strong personable qualities to be Fair, Consistent and Firm
• Demonstrate behavior that is consistent with the characteristics of a Servant Leader

Education and/or Experience

• Minimum Fifteen (15) years of experience in firefighting with at least ten (10) years at an officer level position with a combination fire department
• South Carolina Fire Fighter II or equivalent
• South Carolina Pump Operations or equivalent
• South Carolina Aerial Operations or equivalent
• South Carolina Emergency Vehicle Driver or equivalent
• South Carolina Certified EMT or National Registered EMT
• South Carolina Certified Apparatus Operator or equivalent
• Hazardous Materials Operations

Language Skills

• Strong written and oral communication skills
• Public speaking skills
• Ability to analyze and interpret complex policy documents, oversight regulations, safety rules, operating and maintenance instructions, and procedure manuals
• Ability to write routing reports and correspondences
Mathematical Skills
- Ability to calculate basic mathematical functions in all units of measure, using whole numbers, common fractions and decimals.
- Ability to work with mathematical concepts such as probability and statistical inference
- Ability to apply concepts such as fractions, percentages, rations, and proportions to practical situations

Reasoning Ability
- Ability to work effectively with the public, fellow employees, other agencies and departments
- Must have ability to exercise independent judgment and perform a variety of tasks simultaneously or in rapid succession

Computer Skills
- Must have computer skills, including Microsoft Word, Excel, Outlook and Power Point
- Desired candidate to have a working knowledge of Visual Fire Program, Centrelearn Program, and Fire Programs software

Certificates, Licenses, Registrations
- South Carolina Certified Resident Fire Marshal or ICC Certifications or a State certification as a Fire Marshal from a State other than South Carolina
- Emergency Management Institute (ICS) (NIMS) 100, 200, 300, 400, 700 and 800
- South Carolina Class E Driver License
- Department of Homeland Security (WMD) Incident Management/Unified Command or equivalency preferred
- Emergency Management Institute (FEMA) Integrated Emergency Management or equivalency preferred

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.
- Ability to exert physical force typically involving some combination of sitting, standing, stooping, walking, bending, crouching, climbing, balancing, kneeling, crawling, reaching, feeling and completing repetitive motions
- Ability to lift and or move up to 100 pounds and use of tools or equipment requiring a high degree of dexterity
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

Work Environment
The work environment characteristics described here are representative of those 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. Exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, fire, temperature, noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, and pathogenic substances.

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.
Disclaimer: This job description is not an employment agreement or contract. The duties, skills, and requirements outlined in this document represent what is required to perform the essential job functions of this position; however, this document is not to be considered all-inclusive and may be amended at any time at the discretion of the Town Administrator.