

**CODE:**  
**FLSA:**  
**GRADE:**

**LAURENS COUNTY, SOUTH CAROLINA  
JOB DESCRIPTION**

**JOB TITLE: DIVISION CHIEF  
FIRE-EMERGENCY MANAGEMENT DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, coordinates and supervises all fire and emergency response operations of rural fire departments in assigned division to ensure the best possible control in emergency situations and to protect the lives and property of those in need of assistance. Work involves supervising and training subordinate staff and volunteers, responding to and serving as incident commander on emergency scenes, ensuring personnel and equipment are in a constant state of readiness for emergency response, and performing related administrative and supervisory work as required. Reports to the Fire-Emergency Management Coordinator.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Coordinates and supervises fire and emergency response operations of rural fire departments in assigned division.

Assists volunteer fire chiefs in maintaining compliance with all applicable County, state and federal policies, procedures, laws and regulations, and standards of safety.

Supervises subordinate career and volunteer personnel, including volunteer fire chiefs; assigns work loads and establishes work schedules. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting or assisting with the selection of new employees; acting on employee problems; recommending employee discipline and discharge.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Conducts training programs for career and volunteer staff; maintains up-to-date training records.

Assists fire department chiefs in developing budget requests and documentation; approves expenditures.

Supervises the maintenance of facilities and equipment; ensures equipment and vehicles remain in a constant state of readiness for emergency response; tests fire department equipment and fire hydrants, and maintains related records.

Responds to fire, technical rescue and hazardous materials incidents and emergency scenes; takes command and supervises emergency operations as necessary or coordinates fire ground

## **DIVISION CHIEF – FIRE/EMERGENCY MANAGEMENT**

operations with the incident commander; ensures safety of staff and civilians on the scene during all operations.

Provides medical assistance to the injured at the first responder level; assists emergency medical personnel on fire scenes as necessary.

Investigates fires and assists in determining cause or origin of fires.

Assists in coordinating assigned functions with those of other emergency response agencies as appropriate; assists in coordinating mutual aid agreements with other agencies.

Assists with fire inspections and pre-fire plan development.

Operates the Emergency Operations Center during natural and man-made disasters.

Files accident reports and Workers Compensation claims; investigates incidents and submits related records and reports.

Attends and participates in public and school functions to promote fire prevention and to establish and maintain favorable public relations.

Directs the preparation and analysis of monthly reports from subordinate personnel; prepares and submits monthly comprehensive activity report on rural fire department activities.

Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

Attends training, workshops, conferences and other meetings to remain knowledgeable of modern fire/rescue service methods and administration.

Remains available 24 hours per day, seven days per week, for emergency response.

Receives and/or reviews various records and reports such as fire reports, activity reports, equipment testing and maintenance records, and various other reports and correspondence.

Prepares and/or processes various records and reports such as budget requests, lists and logs, monthly activity reports, mileage reports, equipment test records, insurance claim documentation, investigation reports, training materials and records, incident/accident reports, and various other records, reports and general letters of correspondence.

Refers to laws, codes, regulations, technical manuals, policy and procedure manuals, reference texts, maps, insurance documentation, etc.

Operates vehicles such as fire engines, pumper trucks, trailers, etc., and a variety of fire suppression, rescue and safety equipment; operates general office equipment such as a computer, fax machine, printer, telephone, etc.; uses a variety of tools such as radios, general hand and power tools, ladders, measuring and testing devices, gas monitor, self-contained breathing apparatus, thermal imaging camera, medical supplies, etc.; uses general office supplies and word/data processing software and GIS software.

Interacts and communicates with various groups and individuals such as the department head, subordinates, volunteers, other department heads and staff, other emergency response

## **DIVISION CHIEF – FIRE/EMERGENCY MANAGEMENT**

personnel, civic/school/community organizations, business/property owners, fire/emergency victims and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Assists fire departments with fund-raising activities.

Performs duties of subordinates as necessary.

Performs various administrative tasks as required, including preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, returning telephone calls, attending and conducting meetings, receiving and responding to e-mails, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent plus one year of college or vocational/technical school education in fire science, supplemented by three to four years of experience in fire service operations; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must possess Firefighter II certification and Red Cross First Responder certification; certification in hazardous materials operations and as a hazardous materials technician is desirable. Must possess a valid state driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including fire apparatus and other firefighting and rescue equipment. Must be physically able to exert up to one hundred pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves reaching, stooping, bending, standing, walking, climbing, balancing, etc.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor. Includes the giving of instructions and assignments to subordinate personnel and volunteers.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents, reports, forms, correspondence, etc., using the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to communicate with supervisor, subordinates, other emergency response agencies and the general public with poise, voice control and confidence.

## **DIVISION CHIEF – FIRE/EMERGENCY MANAGEMENT**

**Intelligence:** Has the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must have the ability to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions. Must be able to use and interpret fire science terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and decimals; to determine time and weight; to utilize algebraic, geometric and trigonometric system; and to utilize basic statistical formulas and inferences.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using firefighting equipment and machinery, automated office equipment, and hand tools. Requires the ability to operate emergency motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, fire equipment and vehicles, rescue equipment, control knobs, switches, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Fire Department as they pertain to the performance of duties of the Division Chief. Understands the role of the position in relation to entire County operations. Has knowledge of the functions and interrelationships of County and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of fire science, hydraulics, electrical, mechanics, fire codes and ordinances, etc. Is able to function effectively within all sectors of the incident command system. Is able to act calmly and make sound decisions under varying degrees of stress and uncertainty. Is able to command large-scale emergency operations. Knows how to determine and ensure safety on fire grounds. Knows how to utilize various pieces of firefighting equipment and tools in a safe and efficient manner. Is knowledgeable of the various hand signals and fire radio terminology used on the fire ground. The knowledge of the characteristics of a wide variety of hazardous materials and the proper procedures for managing a hazardous materials incident as mandated by OSHA. Has thorough knowledge of risk management and safety procedures. Is able to communicate effectively, tactfully and persuasively with members of the public in difficult

## **DIVISION CHIEF – FIRE/EMERGENCY MANAGEMENT**

situations which may arise. Has the ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, making quick decisions, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future division needs and resolving problems. Has the ability to plan and coordinate the most effective use of personnel, facilities and resources to help achieve department goals. Is able to ensure division compliance with all laws and regulations and control the activities of the division through effective supervision. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to subordinates and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has thorough knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to make public presentations. Has the mathematical ability to handle required calculations. Is able to compile, organize and utilize various financial information necessary in the preparation of budget requests, and knows how to prepare and monitor budgets. Has knowledge of modern office practices and technology. Has knowledge of the use of computers for data and word processing, and GIS applications. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform duties under adverse environmental conditions such as no/low vision due to smoke, hazardous atmospheres which require the use of breathing apparatus, working in confined spaces or at heights, extreme heat from fire, and hot/cold outdoor temperatures, odors, toxic agents, wetness, noise, humidity and disease.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to the County Council with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

## DIVISION CHIEF – FIRE/EMERGENCY MANAGEMENT

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, coordinates, and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

**Staffing:** Works with other County officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the County. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding

## **DIVISION CHIEF – FIRE/EMERGENCY MANAGEMENT**

performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

**Controlling:** Provides a work environment, which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

**Salary Range: \$43893.13 - \$65839.70**

**Applications will be taken until the position is filled.**

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**