

PAY: 26.17
FLSA: EXEMPT
GRADE: 120

LAURENS COUNTY, SOUTH CAROLINA
JOB DESCRIPTION

JOB TITLE: DEPUTY DIRECTOR OF FIRE SERVICES
FIRE DEPARTMENT

GENERAL STATEMENT OF JOB

Is supervisor of a multi-station combination fire department in a specific geographical area of Laurens County. The department is staffed with full-time engineers and over 20 volunteer firefighters. Exercises primary responsibility for the provision of administrative duties of fire/rescue operations. Oversees, manages, and provides guidance/direction to training, fire prevention, and inspection/compliance functions. Exchanges information, and coordinates firefighting/rescue efforts, with other emergency services agencies. Reports to the Director of Laurens County Fire Service and is second in command of Laurens County Fire Service.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Respond to, and assume command of, fire rescue incidents and other emergency service calls.
- Plans, directs, and coordinates fire suppression, emergency medical training and fire prevention activities of a multi-station fire department.
- Interprets fire codes, County policies and Federal regulations as required.
- Oversees selection of fire/rescue personnel for employment. Directs, supervises, and appraises the performance of assigned personnel. Maintains daily staffing requirements of stations and approves requests for leave.
- Enforces departmental and County policies and procedures and investigates violations.
- Acts as a liaison with other fire/rescue, governmental and public organizations as required.
- Instructs subordinate officers in all phases of fire/rescue techniques and principles of administration.
- Directs and oversees inspections of fire stations, apparatus and equipment ensuring compliance with established departmental standards.
- Oversees specification development for the procurement of facilities, apparatus, equipment, materials, and supplies.
- Submits annual operating budget to Fire Coordinator for approval. Submits reports and makes recommendations for additional personnel and fire apparatus replacement.

MINIMUM TRAINING AND EXPERIENCE

Associates degree in Fire Science/Administration, Public Administration, or related field and eight years of fire service experience (minimum of three years at the command level) or an equivalent combination of education, training, and experience required. Must possess and maintain a valid SC driver's license.

