

DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

## **FIRE CHIEF: DUTIES AND RESPONSIBILITIES**

- The fire chief is the administrative and technical head of the fire department, working under the direct supervision of the County Executive, and the activities he shall be responsible for includes the following:
  - Control all activities and operations of the fire department including fire extinguishment, pre-fire planning, fire prevention, and fire investigation.
  - Conduct fire extinguishment operations with primary regard for the protection of life and property.
  - Take proper precautionary measures that the premises on which fires occur are left in such condition that they will not rekindle and further endanger life or property.
  - Insure proper management, discipline, and training of the members of the fire department.
  - Establish suitable measures to put into effect policies, rules and regulations, and procedures necessary for the efficient operation of the fire department.
  - Respond to fire alarms and other related emergency calls and deploy fire apparatus and fire department personnel in the most advantageous manner for the control and extinguishment of fire and preservation of life and property.
- Maintain a personnel roster for purposes of training records, work assignments, annual leave schedules, etc.
- \* Maintain a balance of personnel by appropriate assignment, detail, or transfers, to provide maximum personnel on duty at all times.
  - \* Hold meetings with his subordinate fire officers for the purpose of reporting on training practices, policy matters, working conditions, and other related subjects that may affect the efficiency of the fire department operations.
  - Frequently observe fire department operations and see that they are carried Out efficiently and in accordance with instructions.
  - Conduct inspections of personnel, quarters, apparatus, equipment.
  - \* Supervise the training program including auxiliary brigades, volunteers, pre-fire planning surveys, and company fire prevention inspections\_\_
  - Maintain an accurate record of all business transacted by the fire department.

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- Maintain a complete record of fire apparatus and fire equipment including cost, maintenance, and operating expenses.
- Maintain a complete record and cost of fire station operating supplies.
- Review official correspondence without delay and take action as required and appropriate.
- Submit to the county executive and board of commissioners an annual budget estimate for fire-fighting equipment and supplies with supporting justification.

Be responsible for and keep up-to-date all fire department records required by current instructions.

Shall fill positions within the department as authorized by the county executive and board of commissioners as per department promotional procedures and policies.

- Shall administer the department and head the office of administration, which coordinates and supervises all operations within the department.
- Shall conduct educational meetings.

## **EMA DIRECTOR: DUTIES AND RESPONSIBILITIES**

Under the supervision of the County Executive, directs all emergency disaster activities to ensure the continuity of government operations, to mitigate the effects on the population and environment and to coordinate post-disaster assistance and working with top officials of TEMA (Tennessee Emergency Management Agency). Serves as liaison on emergency preparedness issues with the State of Tennessee, TEMA/the Federal Government, FEMA and other regional and local emergency management organizations.

Maintains continual personal contact with the County Executive's Office, commissioners, FEMA Region, private organizations, emergency service coordinators and other county jurisdictional departmental officials. Serves as chief advisor and represents the County Executive in activities related to Emergency Management.

- Manages the assigned staff of the Office of Emergency Management as well as directs the emergency management activities of the county, the jurisdictions therein and volunteer employees in emergency or simulated situations.
- Directs the mitigation of, preparedness for, response to, recovery from and reconstruction of consequences resulting from natural, technological or manmade disasters.
- Coordinates program and policy execution and enforcement for County Executive.

o In conjunction with elected and appointed local government officials, develop, revise and update the Local Emergency Operations Plan and Standard operating Procedures.

- Develop and manage the agency's annual budget in accordance with local guidelines and ensures accountability of all funds, local, state and federal.

- \* Serve as the focal point for damage assessment information and coordinate all relief activities.

O Request the declaration of a "state of emergency" by the County Executive or by higher authority, or if the County Executive is not available, has the authority to declare the existence of a "state of emergency" without delay.

O Issues the necessary proclamations to declare the existence of an emergency, manages the emergency management plan, and issues plans which are necessary for the protection of life and property and the welfare of the citizens of the County during large scale emergencies/disasters.

O Interprets state, federal and local emergency management regulations and provides guidance on emergency management procedures to all divisions of government.

O Develops a local public education and information program on emergency preparedness by working with various organizations both public and private.

O Provides direction and control of disaster situations through the local emergency management plan and coordinates all activities in the counties emergency operations center.

O Attends and conducts meetings, seminars and conferences, assigns, trains, supervises and evaluates the Emergency Management Staff.

O Applies federal, state, and local regulations while carrying out emergency management operations, including but not limited to hazardous materials.

- \* On-call 24 hours a day, 7 days a week.

- Performs additional functions which may be assigned by the County Executive.

## **QUALIFICATIONS: FIRE CHIEF/EMA DIRECTOR**

1. Must have valid Tennessee drivers license
2. Must be a graduate from an accredited high school. Post secondary education preferred

3. Resident of \_\_\_\_\_ County preferred with knowledge of \_\_\_\_\_ County and Rural volunteer Fire Department
4. Must have experience in firefighting services of which some experience must have been in a supervisory or administrative capacity
5. Must be able to work with all district fire departments showing no partiality to any one district.
6. Must have considerable experience in firefighting
7. Must have experience in rescue operations and vehicle extrication
8. Must have knowledge of fire department functions and responsibilities
9. Must have knowledge of fire fighting, disaster services, dangerous goods, public education and fire cause/determination investigation techniques
10. Must be able to deal with confidential material in a discrete manner