

GEORGETOWN COUNTY, SOUTH CAROLINA

POSITION: Division Chief: Fire Marshal, Division of Fire and Life Safety
GRADE: 136
SALARY RANGE: \$49,919 - \$74,878
DEPARTMENT: Midway Fire Rescue
CLOSING DATE: Open Until Filled
DATE: 11/17/2017

POSITION DESCRIPTION

DIVISION CHIEF FIRE MARSHAL/DIVISION OF FIRE AND LIFE SAFETY

DEFINITION OF POSITION:

The position of Division Chief is directly responsible to the Assistant Fire Chief and coordinates various programs with the scope of Fire Prevention, Public Education, Code Enforcement, and Fire Investigations. This is a staff officer position and is not included in the Suppression Division Chain of Command. This position may include one or more job duties as listed in the position description. Work is performed in accordance with specific instructions, planned goals, and established policies and procedures of the department and Georgetown County. An employee in this position functions as the supervisor of the Division of Fire and Life Safety.

The position requires initiative, resourcefulness, analysis, assessment of problems and judgment in deciding upon the appropriate course of action to be taken which are generally applicable; however, the employee may be required to modify existing guidelines or develop new procedures to accommodate changing program requirements. The work is normally performed on a 40 hour work week. Most work is performed in an office environment; however, the work involves occasional exposure to heat, dirt and other very unpleasant conditions exposing the employee to the risk of serious injuries requiring the use of protective clothing and the strict observance of safety precautions and procedures. This is medium work requiring the exertion of 70 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. An employee in this position must be able to climb steps and ladders, work in a sitting position for up to eight (8) hours and work in a standing position for up to four (4) hours. Assignments may involve climbing, kneeling, crouching, standing, walking, pushing, grasping, and repetitive motions.

Must be able to read, write and understand/interpret adopted regulatory standards and construction documents.

The employee must be able to read and understand regulatory standards and must be capable of operating common office machines (computers, copiers, calculators, etc.).

EXAMPLES OF DUTIES:

Provide work direction and supervision of assigned personnel. Resolve routine personnel matters referring more complex matters to senior officers.

When requested, respond to emergency incidents and provide support as deemed necessary by the Incident Commander.

Maintain records, files, and prepare written reports as required of the activities of the Division of Fire and Life Safety.

Develop, implement and supervise adopted ordinance summons procedures and provide technical assistance and training.

Prepare and review written recommendations for budget requests and submit to senior officers for approval.

Develop, implement, and supervise an effective code enforcement and public education program for the fire district.

Develop, implement, and supervise an effective pre-fire planning program to be accomplished by the fire companies and the division. Provide training to company personnel and fire inspectors to successfully accomplish these objectives.

Develop, implement, and supervise an effective fire company inspection program of existing occupancies for code compliance utilizing adopted fire and life safety codes and standards. Provide training to company personnel to successfully accomplish these objectives.

Organize, attend and/or participate in meetings and seminars to promote code enforcement and public education.

Provide technical assistance and training to fire inspectors for review of construction plans, inspections and public education. Assist division inspectors with research of adopted building/fire codes and standards.

Coordinate the testing of new and existing fire protection and detection systems within the fire district including fire hydrants and maintain records of tests and defects.

Enforce State Fire Marshal Rules and Regulations as applicable.

Develop and recommend revisions and additions to departmental policies, county ordinances and state law as necessary to promote Fire and Life Safety.

Develop, implement, and supervise the continued education and training of fire inspectors.

Consult with neighboring fire districts to provide technical support regarding the construction and/or renovations to occupancies that may require mutual aid response.

Provide technical assistance and training to other fire districts regarding code enforcement and public education programs adopted by the district.

Perform other duties and responsibilities as requested.

MINIMUM QUALIFICATIONS:

Experience: Ten (10) years of fire service experience with five (5) years experience in code enforcement and public education.

Education: An Associate degree in Fire Science Administration or a related field, or an equivalent combination of education and experience to fulfill the educational requirements listed as

determined acceptable by the Fire Chief. (Current employees in this position will be exempt from educational requirements)

Training: Acquire and maintain South Carolina Resident State Fire Marshal Certification. Acquire and maintain NFPA Fire Inspector I, or an equivalent combination of experience and education as determined acceptable by the Fire Chief.

Physical Fitness - Medical Standard: Must be able to successfully complete physical/medical/drug screen testing.

Background Check: Must successfully complete fire service background check in accordance with adopted department policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, write and understand oral and written policies, rules, codes, standards, instructions and other material of the department, Georgetown County government and the State of South Carolina.

Ability to speak clearly and communicate effectively with the public and other government employees.

Ability to supervise, instruct and evaluate subordinates.

Ability to establish and maintain an effective working relationship with employees, other agencies and the citizens of the district.

Ability to perform fire inspections of all occupancies within the fire district and organize tests of fire protection and detection systems.

Ability to plan and organize effective code enforcement and public education programs.

Ability to provide assistance with fire suppression.

Ability to conduct incident investigations.

Knowledge of geographic climate, building structural characteristics and water distribution system of the fire district.

Knowledge of principles, methods and procedures of fire rescue department administration, personnel management and budget administration.

Ability to complete periodic physical evaluations.

May occasionally drive and operate fire/rescue vehicles.

Ability to occasionally wear breathing apparatus, climb ladders, work from heights, work in confined spaces, work in toxic atmospheres, and work in extreme heat environments.

Perform routine office duties and operate office machines such as; computers, copier, fax, calculator, etc.

LICENSE AND CERTIFICATION REQUIREMENTS:

Shall maintain a valid SC Driver's License.

Shall acquire and maintain South Carolina Resident State Fire Marshal certification.

Shall acquire and maintain NFPA Fire Inspector I certification.

PROBATIONARY PERIOD:

New career employees are required to serve a six (6) month probationary period, during which time the performance shall be evaluated carefully to determine if permanent status is awarded.

Career Applications can be found at www.midwayfirerescue.org

Submit completed application, resume and copies of required certifications to:

Assistant Fire Chief James Crawford

PO Box 86

Pawleys Island, SC 29585