

**Pulaski County Fire-Rescue  
Chief of Fire-Rescue**

**Department:** Pulaski County Fire-Rescue

**Reports to:** County Administrator

**Supervision Exercised:** Supervises County Fire-Rescue personnel and activities

**Supervision Received:** Work is performed under the general supervision of the County Administrator, and in joint collaboration with the Public Safety-Director of EMS, Emergency Management Coordinator, County Sheriff, Chiefs of Police of the Towns of Dublin & Pulaski, Director of 911 Joint Communications Center, and supporting staff. Collaborates with other entities and personnel as needed and directed. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Exempt, Full-Time      **VRS STATUS:** Hazard Duty Eligible

**Work Hours:** Variable hours, scheduled as needed for the County's needs and emergency situations

**Essential Employee:** Yes, see Pulaski County Personnel Policy

**Residency Requirements:** Establishment of County residency required within one year of hire date

**POSITION SCOPE:**

The Pulaski County fire system consists of 6 all-volunteer fire departments, 2 combination departments funded and managed by arrangements between 2 autonomous towns and the County, and Pulaski County Fire-Rescue (PCFR), a newly formed department within Pulaski County.

**ESSENTIAL FUNCTIONS:**

This position develops and manages all 6 County departments and PCFR, and works collaboratively with the 2 Departments operating under shared County-Town arrangements. Implements and supervises a program of recommendations made following two independent studies, intended to unify and improve County-wide fire-rescue responses and efficiency. This position is responsible for managing the organization in accordance with policies developed jointly by the Chief, County Administrator, and the Pulaski County Board of Supervisors. The Chief must furnish leadership in interacting with career and volunteer staff, County Administration, other organizations, and the general public.

Duties involve operational and administrative supervision of all fire and rescue related elements and activities in the County, ensuring the public receives an appropriate and fiscally responsible level of service. The Chief must manage the organization's finances so financial obligations are met. There is nothing concerning the organization's operations for which the Chief is not responsible.

The Chief has the authority to hire, terminate, and counsel personnel, establish operational policies and procedures, and to carry out budget and personnel requisitions.

Pulaski County defines 'fire-rescue' as non-medical incidents and includes, but is not limited to:

- Fires, including structural, wildland, and smoke reports/investigations
- Motor Vehicle Accidents
- Hazardous Materials Incidents
- Entrapments
- Water Rescue
- Rope Rescue
- Assisting the Sheriff with Search & Rescue incidents
- Miscellaneous public service responses

PCFR also provides assistance when requested by EMS and law enforcement agencies.

### **JOB REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug/alcohol test and background check.

### **RESPONSIBILITIES:**

- Leads PCFR and serves as the senior County liaison/supervisor for all fire/rescue agencies
- Sets a positive example of professionalism, ethics, motivation, organizational skills, and team relations
- Serves on the E911 Board, the Local Emergency Planning Commission and attends Fire Protection Committee meetings as the County representative
- Represents the County at public functions, committees, community meetings, and other related events
- Acts as senior operational Fire-Rescue incident commander for the County, as needed
- Assists with the preparation and execution of strategic plans, departmental policies, yearly goals and objectives, standard operating procedures and guidelines
- Implements and monitors standardized programs and processes that provide career and volunteer personnel with clear, consistent professional guidance
- Implements programs for career development and manages discipline in line with County HR policy
- Oversees volunteer recruitment and retention activities and initiatives
- Ensures information and data is collected and uploaded promptly by all agencies
- Approves all personnel policies including hiring, transfers, promotions and disciplinary actions
- Monitors and directs employee recruitment including applicant screening, candidate testing, interviewing, and the final section process

- Ensures compliance with County policy, state, and federal laws
- Assists with preparation and management of annual, capital, and special budgets in a fiscally responsible manner. Monitors account balances, financial ledgers and enacts policies to track and control expenditure.
- Prepares equipment and vehicle specifications and approves related purchasing within established County guidelines
- Develops annual and individual training plans, monitors recording, and appoints appropriate personnel to deliver training programs
- Manages facilities, apparatus and equipment maintenance programs
- Implements occupational health and safety processes in accordance with recommended standards
- Responds to fire, rescue, and other emergency services calls as needed
- Provides fire suppression activities when necessary
- Commands emergency services incidents when necessary
- Requests and manages additional mutual aid resources (local, state, and federal) as needed, in conjunction with other County departments
- Oversees all County Fire-Rescue management and operations
- Manages all budgetary and payroll needs for the various fire departments
- Implements policy and procedures as needed, to ensure County-wide consistency in Fire-Rescue services and operations
- Ensures adequate command and control exists at all fire-rescue scenes
- Coordinates with local, state, and federal partners as needed in conjunction with Pulaski County Emergency Management to ensure adequate resources are available when needed

### **ADA REQUIREMENTS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work requires the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects, and requires climbing, kneeling, crouching, crawling, reaching, standing, walking, lifting, grasping and feeling. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The employee must possess sufficient physical and agility capabilities to perform firefighter duties as established in the Department's "Employment Candidate Testing Physical Ability, Written Exam, and Patient Assessment" administrative guideline.

Although this employee normally performs office duties, work is also performed within a station house, public location, or outside setting. The employee is subject to inside and outside environmental conditions, hazards, atmospheric conditions, and to other circumstances as outlined for a departmental firefighter. Wearing of a self-contained breathing apparatus may

be required. The employee may be exposed to blood-borne pathogens and may be required to wear specialized personal protective equipment.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Possess and maintain a valid Driver's License in the Commonwealth of Virginia, and meets all requirements to operate emergency vehicle per policy
- Completion of, or enrollment with successful completion within 5 years of hire, of the Virginia Fire Officer Academy Program
- Virginia Department of Fire Programs (VDFP) Certifications including or exceeding:
  - Firefighter II
  - EVOIC III
  - Hazardous Materials – Operations
- National Fire Protection Association (NFPA) certifications, including:
  - Preparation for Initial Company Operations (PICO)
  - Strategy & Tactics for Company Operations (STICO)
- FEMA-NIMS Certifications
  - ICS-100
  - ICS-200
  - ICS-300
  - ICS-400
  - ICS-700
  - ICS-800
- Virginia Office of Emergency Medical Services (VaOEMS) Certification (preferred)
  - Emergency Medical Technician or higher
- Ability to lead by example and motivate other employees
- Ability to complete and monitor multiple projects and prioritize time sensitive projects
- Ability to prepare, analyze, and summarize reports and spreadsheets through computer programs and in written form
- Ability to communicate effectively both verbally and in writing
- Ability to establish and maintain effective working relationships with public and related agency officials, other employees, and the general public
- Must be physically and mentally able to perform and direct all activities at the scene of an emergency or in an administrative capacity, including:
  - A positive customer service mentality
  - Ability to offer support to other team members in an honest, respectful, and professional manner
  - The ability to supervise staff and be an effective communicator
  - Ability to follow-up on projects and complete required paperwork as necessary
  - The ability to initiate the disciplinary process when needed, according to policy
  - The ability to handle sensitive information correctly and privately
  - The ability to operate emergency vehicles and maintain an acceptable driving record with no major moving violations
  - Exhibits strong interpersonal and communication skills
  - Posses extensive experience with municipal budgeting
  - Experience with municipal accounting and Human Resources software and processes is preferred

- Experience with financial practices including billing and collections is preferred
- Exhibits strong understanding of Incident Command
- Must have a strong knowledge of MCI Operations
- Must be a positive role model for other staff members
- Maintains a positive image for the department

### **EDUCATION AND EXPERIENCE:**

- ‘Executive Fire Officer’ certification, or 10 years’ experience in Fire/EMS with progressively increasing responsibility, including 5 years supervisory/managerial experience, or any combination of experience and training which provides the following knowledge, skills, and abilities:
  - Thorough knowledge of fire suppression techniques, the Fair Labor Standards Act, OSHA Regulations and National Fire Protection Association Standards, County Ordinances and policies, and departmental rules and regulations
  - Thorough knowledge of personnel practices and ability to manage personnel with fairness, firmness, and tact
  - Comprehensive knowledge of emergency services and local, state, and federal resources and regulations, including those from Virginia Department of Emergency Management, Virginia Department of Fire Programs, Virginia Department of Forestry, and Virginia Office of EMS
- A degree in the Fire Services field, and/or business management is preferred
- Certification as a VDFP Instructor, with extensive experience is preferred
- Certification as a VaOEMS EMS Education Coordinator is preferred
- Experience working with local and regional training entities and other agencies is preferred

### **PROFESSIONALISM AND CONFIDENTIALITY:**

- Exhibits excellent work habits and interpersonal skills
- Maintains privacy and confidentiality of patient information and other confidential or sensitive information.
- Understands and consistently implements all County and Departmental policies and procedures
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the department in serving the needs of our County’s Citizens

### **TRAINING AND JOB DEVELOPMENT:**

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, trainings, and other opportunities as required by the department
- Works with staff to discuss and resolve problems and provide ideas for improvement and efficiency within the department

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_

(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date