

CODE:  
FLSA:  
GRADE:

**LAURENS COUNTY, SOUTH CAROLINA  
JOB DESCRIPTION**

**JOB TITLE: DIRECTOR OF FIRE SERVICES  
FIRE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, plans, organizes and directs all fire response operations and programs of Laurens County to ensure the best possible control in emergency situations in order to protect the lives and property of those in need of assistance. Work involves directing subordinate staff and volunteers, formulating and developing policies and protocols, responding to and serving as incident commander on emergency scenes, and performing related administrative and supervisory work as required. Reports to the County Administrator.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Plans, organizes and directs programs and activities for effective fire service, rescue and hazardous materials response operations for Laurens County.

Serves as liaison between County Council and County fire departments.

Ensures the department's compliance with applicable federal, state and local laws and regulations and standards of safety.

Supervises career and volunteer personnel through the chain of command; 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 new employees; acting on employee problems; recommending and approving employee discipline, and recommending discharge and promotions.

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

Plans, schedules and conducts training programs for career and volunteer staff; maintains up-to-date training records.

Develops policies and procedures to govern the activities of the department and ensures implementation of the same.

Oversees the development and administration of department budgets; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time; seeks, secures and administers grant funds for programs and projects.

## DIRECTOR OF FIRE SERVICES

Controls department procurement; establishes specifications for County-purchased firefighting equipment.

Oversees the maintenance of facilities and equipment; supervises equipment testing and maintains related records.

Directs the preparation and analysis of departmental records and reports to ensure efficient operations, meet service demands and to comply with authorized requests for information regarding departmental activities and personnel.

Cooperates with other County departments and other local, state and federal organizations to improve fire prevention, suppression and rescue capabilities, methods, and techniques.

Studies the growth of the County and makes recommendations for expansion and improvement of firefighting services.

Responds to emergency scenes within the County; takes command and supervises emergency operations as needed; ensures safety of staff and civilians on the scene during all operations.

Assists local and state agencies with fire cause determination.

Serves as the department's risk manager; enforces safety regulations and protocols; investigates incidents and verifies accident and/or Workers Compensation claims from staff and volunteers.

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

Establishes and maintains mutual aid agreements with other fire/emergency response agencies.

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

Attends national, regional, state, and local training, 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 budget requests, FEMA mandates, state mandates, monthly department activity reports, and various other reports and correspondence.

Prepares and/or processes various records and reports such as policy and standard operating procedures, emergency operations plans, notices and memorandums, budgets, lists and logs, 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, publications and reference texts, maps, aerial 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

## **DIRECTOR OF FIRE SERVICES**

hand and power tools, ladders, measuring and testing devices, etc.; uses general office supplies and word/data processing software, GIS computer devices.

Interacts and communicates with various groups and individuals such as the County Administrator, County Council, subordinates, volunteers, other department heads and staff, state/federal/municipal agencies, related committees and commissions, Fire Marshal, business/property owners, fire/emergency victims, news media and the general public.

### **ADDITIONAL JOB FUNCTIONS**

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 Bachelor's degree in fire science or fire administration and three to four years of experience in same; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must possess Firefighter and Fire instructor certifications; certification as an NFA Chief Fire Officer or Executive Fire Officer 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.