

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

## **Fire Chief**

**Department:** Fire  
**Pay Grade:** FD 10  
**FLSA Status:** Exempt  
**Job Code:** FR60

### **JOB SUMMARY**

The Fire Chief's primary responsibility is to offer visionary leadership and strategic guidance to the Roswell Fire Department. This involves overseeing the efficient delivery of fire protection, emergency response, and community risk reduction services. Additionally, the Fire Chief fosters a culture of collaboration, excellence, and innovation within the department. They will also actively engage with the city management team and local stakeholders to enhance public safety measures.

Under the general direction of the City Administrator, the Fire Chief operates with autonomy and is expected to exercise independent judgment and initiative within the bounds of delegated authority and responsibilities. Performance evaluations are conducted by analyzing various reports, inspections, recommendations, observations and assessing achieved results.

### **ESSENTIAL JOB FUNCTIONS**

- Provides leadership and management to firefighters and administrative staff.
- Ensures effectiveness of emergency responses and community risk reduction programs.
- Collaborates with city officials, public safety agencies, and community partners.
- Ensures compliance with fire safety and emergency response regulations.
- Manages budget, contractual services, procurement, and resource allocation.
- Supports professional development and training opportunities for personnel.
- Engages with civic organizations and community groups to address safety concerns.
- Prepares clear reports and represents the fire department at public events and meetings.
- Drives innovation in fire service practices and incorporates emerging technologies.
- Monitors performance indicators and makes data-driven decisions for improvement.
- Collaborates with regional public safety agencies during emergency activations.
- Works with command staff on special projects and initiatives.
- Ensures a safe and inclusive work environment.
- Fosters effective communication and encourages a culture of innovation.
- Promotes a solutions-oriented work culture and leads by example.
- Demonstrates strategic and innovative thinking in planning and implementation.
- Supports honest and transparent decision-making.
- Encourages thoughtful risk-taking and a focus on achieving results.

- Directs and aligns strategic directions of the organization.
- Provides clear expectations, feedback, and development opportunities for personnel
- Assumes additional responsibilities within City Administration as needed.

This position requires the employee to work as directed during undeclared and declared emergencies. The employee may be recalled around the clock for emergency response operations, necessitating irregular work hours, work at alternative locations, and duties beyond those outlined in the official job description.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Requires a Bachelor's degree in Fire Science, Public Administration, or a related field from an accredited institution; ten (10) years of experience in fire protection/suppression, EMS, and fire prevention work, including five (5) years of supervisory experience at the command or executive level in a career city or county fire department of similar size and complexity.
- Preferred: Master's Degree in a related field.

### **Licenses or Certifications:**

- Complete Incident Command System (ICS) Courses 100, 200, 300, 400, 700, and 800 within twelve months of hire.
- Must hold Certified Firefighter status in the State of Georgia or possess an NPQ I or II Certification (Must obtain State of Georgia Firefighter Certification within 12 months of hire).
- Preferred Certifications: State of Georgia or National Registry EMT Certification or Paramedic certification. Chief Fire Officer (CFO) designation and Executive Fire Officer (EFO) Certification.

### **Additional Requirements:**

- A comprehensive background investigation to include a local, state, and federal criminal history check, financial background, and sex offender registry check.
- Satisfactory results from a high-risk medical evaluation and pre-employment substance abuse testing.
- Successfully meet the minimum medical fitness requirements of the NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia within three months of being hired, with a satisfactory motor vehicle record.

### **Knowledge, Skills, and Abilities:**

- Conducts meetings with City and department staff as required.
- Initiates projects with diverse scope, longer-term time frames, and significant complexity.
- Possesses knowledge of modern EMS, fire suppression, and prevention techniques.
- Demonstrates understanding of modern fire department administration and budgetary control.
- Understands the organization of local government, including various departments, agencies, and external organizations, along with their roles and responsibilities.

- Represents the City at professional meetings and coordinates educational activities with other City departments and outside agencies.
- Proficient in Microsoft Word, Excel, PowerPoint, email software, and other computer programs.
- Collaborates with colleagues, taking personal accountability and ownership of projects, roles, and assignments.
- Communicates clearly and concisely, both orally and in writing.
- Capable of effective communication and decision-making under pressure, especially during emergencies.
- Demonstrates critical thinking, organizational, strategic planning, and problem-solving skills.
- Establishes and maintains effective working relationships with various stakeholders.
- Ensures alignment of operations with the organization's strategic direction.
- Presents to the City Council, citizens, and civic and governmental organizations.
- Utilizes necessary equipment, such as automobiles, personal computers, and digital cameras.
- Maintains a positive attitude and encourages others to do the same.
- Participates in cross-functional and external project teams for the Department and City.
- Performs analyses using organizational performance measures and data reporting tools to identify trends and opportunities for service delivery.

### **PHYSICAL DEMANDS**

The work involves light physical exertion, typically requiring some combination of stooping, kneeling, crouching, and crawling. It may also involve lifting, carrying, pushing, and pulling objects and materials weighing between 12-20 pounds. Tasks may require extended periods at a keyboard or workstation. The ability to perceive and discriminate colors or shades, sounds, odor, depth, texture, and visual cues or signals is also necessary. Some tasks also require oral communication skills.

### **WORK ENVIRONMENT**

Regular work is conducted without exposure to adverse environmental conditions. However, tasks related to fire suppression may involve exposure to various adverse conditions, including dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, extreme temperatures, loud noise, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright or dim lights, toxic agents, animal or wildlife encounters, animal or human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or interactions with rude or irate individuals.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*