

# Town of Edisto Beach

## Assistant Fire Chief/Training Officer

DEPARTMENT	Fire	JOB CLASSIFICATION	TBD
FLSA CLASSIFICATION	Non-Exempt	SUPERVISORY	Yes
REPORTS TO	Fire Chief	CIVIL SERVICE	No
STATUS	Full-time	EFFECTIVE DATE	01/24/2020
SCHEDULE	Shift	SAT., SUN., HOLIDAYS	As Scheduled
OVERTIME	As Needed	PAY RANGE	TBD

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### GENERAL STATEMENT OF DUTIES

The Assistant Fire Chief performs a variety of technical, administrative and supervisory work in assisting the Fire Chief with planning, organizing, directing and implementing fire prevention, suppression and emergency medical conditions. The Assistant Fire Chief may assume command of the Department in the temporary absence of the Fire Chief. Employee is required to perform all similar or related duties. The Fire Training Officer (FTO) is responsible for the planning, directing and management of the Fire Department's Employee Training Program. Employee is required to perform all similar or related duties.

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### DUTIES, FUNCTIONS AND RESPONSIBILITIES AS ASSISTANT FIRE CHIEF / TRAINING OFFICER

**Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.**

At the direction of the Fire Chief, assists with the following:

1. Supervises subordinate career and volunteer firefighters in their assigned duties.
  2. Reviews, evaluates, develops and implements programs, policies and procedures for various department operations including training, vehicle maintenance, safety, etc.
  3. Responds to multiple alarm fires as needed; assumes command in the absence of the Fire Chief.
  4. Develops weekly reports detailing emergency responses, fire prevention and public relations activities.
  5. Reviews, proof-reads and revises department correspondence.
  6. Plans, organizes and directs the department; manages and oversees the Standard Operating Guidelines (SOGs); develops the Department's operating and capital budget.
  7. Prepares and delivers public addresses as requested.
  8. Manages the department's computer system including software programming and creating recordkeeping databases.
  9. Assists in the development of long-range manpower and equipment estimates. Manages, organizes and maintains the department's Strategic Master Plan.
  10. Completes annual employee performance evaluation of direct subordinates and reviews with subordinates.
  11. Develops plans for pre- and post- natural and man-made disasters.
  12. Receives and attempts to resolve complaints from citizens and employees.
  13. Oversees manpower scheduling and personnel leave.
  14. Oversees the purchasing of department supplies and the inspection and maintenance of fire department equipment and grounds.
  15. Oversees the department's employee training and career development programs.
  16. Prepares design specifications for equipment and apparatus.
  17. Works with the water department to develop water flow standards needed for proper fire protection.
  18. Plans and implements Fire programs for the Town in order to better carry out policies and goals including those set forth in the various Town Ordinances.
  19. Ensures the Department's compliance with all applicable federal, state and local laws and regulations and standards of safety.
  20. Attends and participates in public functions to promote fire prevention and to establish and maintain favorable public relations.
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## **KNOWLEDGE, SKILLS AND ABILITIES**

**Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

1. Thorough knowledge of Town of Edisto Beach policies and procedures and Fire Department Standard Operating Guidelines.
  2. Thorough knowledge of applicable federal, state and local laws, codes and regulations.
  3. Thorough working knowledge of principles, practices, methods and techniques of modern fire suppression and emergency medical services.
  4. Thorough knowledge of approved procedures and policies for hazardous or toxic materials storage, transport, handling and clean-up.
  5. Thorough knowledge of operational characteristics, services and activities of comprehensive fire suppression and prevention programs and emergency medical services.
  6. Thorough knowledge of technical and administrative aspects of fire suppression and prevention and emergency medical services.
  7. Thorough knowledge of International Fire and Building Codes.
  8. Thorough knowledge of modern office procedures, methods and equipment including computers and related software and equipment.
  9. Thorough knowledge of the geography of the Town and surrounding area.
  10. Thorough knowledge of building construction techniques and the consequence of each type on fire suppression and prevention activities.
  11. Thorough knowledge of the Incident Command System function and procedures.
  12. Thorough knowledge of safe work practices and procedures.
  13. Skill in compiling relevant data and preparing budget documents and reports.
  14. Skill in negotiating and resolving difficult sensitive complaints or concerns from departmental personnel or external sources.
  15. Ability to lead, motivate, and maintain a high level of professionalism, ethical behavior, discipline, and morale in personnel.
  16. Ability to work under stress and use good judgment in emergency situations.
  17. Ability to coordinate and manage activities between both career and volunteer firefighters.
  18. Ability to tactfully respond to requests and inquiries from the general public.
  19. Ability to use the functions of the Incident Command System.
  20. Ability to identify and respond to issues, concerns and needs of the public.
  21. Ability to respond to any situation related to the responsibilities of the job on a 24-hour day/7 day per week basis and/or work irregular hours including weekend, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.
  22. Ability to act decisively under stressful and high-risk conditions.
  23. Ability to maintain high standards of accuracy in exercising duties and responsibilities.
  24. Ability to represent the Fire Department in a variety of local, county, state and other meetings.
  25. Ability to complete assigned work within deadlines in accordance with directives, Town policy, standards and procedures.
  26. Ability to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.
  27. Ability to accept supervisory instruction and direction and strive to meet the goals and objectives of same only questioning such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc.
  28. Ability to tactfully and effectively handle requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town.
  29. Ability to plan and organize daily work routine by establishing priorities for the completion of work in accordance with sound time-management methodology.
  30. Ability to adhere to all safety and housekeeping standards established by the Town and various regulatory agencies.
  31. Ability to give verbal commands and produce written document in English with clearly, organized thoughts using proper sentence construction, grammar and punctuation.
  32. Ability to maintain moral integrity.
  33. Ability to operate specialized emergency communications equipment.
  34. Ability to safely operate departmental vehicles, apparatus and other emergency equipment.
  35. Ability to research and evaluate new service delivery methods, procedures and techniques.
  36. Ability to prepare clear and concise reports.
  37. Ability to provide professional leadership and direction under the direction of the Fire Chief for the Fire Department.
  38. Ability to maintain confidential information.
  39. Ability to use a personal computer and Microsoft software such as Word, Excel, and PowerPoint and other specialized software.
  40. Ability to pass a medical examination and drug test.
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This job description is established by the Edisto Beach Fire Department (“EBFD”) to outline the basic requirements, duties and general responsibilities of the position of Assistant Chief/Training Officer. This position is full time and FLSA exempt. This position is “at-will,” which means EBFD may terminate the employment relationship at any time and for no reason, subject only to the requirements of applicable law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Unless expressly defined in this job description, all terms have the same meaning as defined in the Personnel Handbook, as may be amended from time to time by the EBFD in its sole discretion.

1. Position Summary; The Assistant Chief/Training Officer is a member of the Department Management Team, leader of the Training Division and member of the Operations Command Team. The position directs, plans, organizes, evaluates and coordinates the training of the department. During an emergency incident, the Training Officer may assume command of fire ground and emergency operations, or perform other duties related to the emergency incident, unless otherwise directed the Fire Chief.

2. FLSA Status; This position is exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act and the South Carolina minimum wage requirement.

3. Immediate Supervisor; The Assistant Chief/Training Officer works under the direction and supervision of the Fire Chief and is evaluated by the Fire Chief.

4. Supervision Exercised; The Assistant Chief/Training Officer creates, implements, and coordinates the training program with the Fire Chief, the 1 shift Captain, 2 shift engineers. He/she has the ranking responsibility, authority and accountability for all the Department’s training programs. The Training Officer is the training program administrator responsible for all program development, ensuring consistent delivery of department training programs. The Training Officer will monitor and evaluate the competency of all department members both individually and as a team. The Training Officer will undertake a leadership role in County, State and National training organizations.

#### **5. Primary Duties and Responsibilities**

The following are an overview of the primary duties and general responsibilities for this position and shall not be considered an all-inclusive list:

##### **General**

- a) Consistently demonstrate positive, effective communication skills with the EBFD, Fire Chief and the Town of Edisto Beach, employees and volunteers, other public and private individuals and agencies and the community, including constructive dissenting opinion;
- b) Monitor, evaluate and make recommendations regarding equipment, apparatus, SOGs, and operations;
- c) Work in a safe manner, maintain a professional appearance, and positively represent EBFD;
- d) Demonstrate a comprehensive knowledge of EBFD’s rules, and consistently and appropriately enforce EBFD’s rules;
- e) Ensure that expenditures stay within the annual budget approved by the EBFD and the Town of Edisto Beach;
- f) Assist the Fire Chief in developing proposed annual budgets for consideration by the EBFD and the Town of Edisto Beach;
- g) Perform other duties and/or tasks as may be assigned by the Fire Chief from time to time.

##### **Training Supervision**

1. Under the direction of the Fire Chief, directs the training activities of the department;
2. Shall develop, maintain and administer training standards, procedures and training manuals for the district;
3. Directs the training of career and volunteer members of the department; makes recommendations to the Fire Chief regarding training of all members;
4. Evaluates all training policies and procedures and delivery of, including but not limited to: Fire suppression structural/wildland, EMS, Hazmat, and all-risk training; makes recommendations to the Fire Chief for improving training delivery;
5. Ensures consistent training delivery across the three operational shifts;
6. Supervise and perform continuing evaluation of supervised personnel, including but not limited to, preparation and/or review of the formal performance evaluations of subordinates, correction of work deficiencies, and recommendations of formal disciplinary actions to the Fire Chief;
7. Implements and assures continued compliance with the training requirements as outlined by the District’s Medical Director;
8. Responsible for the development, review and maintenance of the comprehensive records as related to training and certification tracking of all department personnel; working in conjunction with the Personnel Captain to maintain updated training records for all department personnel;
9. Represent the District and act as liaison with other jurisdictional agencies for training;
10. Responsible for strategic planning, goal setting and objective establishment for the Training Division; also responsible for budget planning, development justifications as well as tracking and reporting for the Training Division;
11. Responsible for purchasing and reporting purchases of all materials, equipment and supplies for training or otherwise as directed by the Fire Chief;
12. As the District’s Safety Officer, shall work with the Department Peer Fitness Coordinator to develop, review and maintain

a comprehensive safety and wellness program for the District; as necessary shall respond to major incidents to provide the Safety function as defined by the ICS;

13. Investigates and properly reports accidents or injuries involving members;
14. Report to the Fire Chief damage to property of any kind belonging to EBFD or others involving EBFD. Secure the names and addresses of any witnesses; keep an accurate and complete record of all the accidents; if possible, take photographs of all locations or property damaged; and ensure that a drug and alcohol tests are conducted, as appropriate, in accordance with EBFD's Personnel Handbook;
15. Report promptly to the Fire Chief any member who reports for duty, or who is performing work or volunteer services, under the influence of alcohol, illegal drugs, or prescription drugs used in an illegal manner;
16. Creates monthly reports and an annual summary of activities;
17. Interacts and coordinates with the Support Services, Personnel and Prevention Divisions as required to fulfill training responsibilities;
18. Initiate and develop special projects as applicable, appropriate or as directed in the area of training, for the improvement and development of training; exercises project management discipline on the projects initiated;
19. Shall define/recommend, administer and evaluate certification standards and testing for all department personnel consistent with department training programs;
20. Shall prepare and present a master training program and schedule; shall ensure that trainings, schedules and calendars are accurate and up to date;
21. Shall develop, maintain, schedule and monitor new personnel training orientations and academies for all District personnel;
22. May be required to perform duties of subordinates when necessary;
23. May act as the Fire Chief in his or her absence;
24. May supervise duty personnel in physical fitness training;
25. Complete training necessary, retain and maintain all certifications as required to maintain or improve skills and perform effectively as an officer on the Department;
26. May attend remote EBFD-related meetings, conferences and trainings requiring reimbursed travel and possible overnight lodging.
27. Perform related supervisory work as required and/or assigned;

#### **Periodic and On-Call Duties**

1. Will be required to work weekdays, weekends, holidays, evenings and nights as necessary to satisfactorily perform the duties and responsibilities of the position of Assistant Chief/Training Officer.
2. May attend remote meetings, conferences and trainings, requiring reimbursed travel, including overnight lodging.

#### **Fire Ground Command**

1. During any emergency incident, the Assistant Chief/Training Officer may assume command of fire ground and emergency operations, or perform other duties related to the emergency incident. During any emergency, or any non-emergent situation, the Assistant Chief/Training Officer shall be deemed the most senior ranking officer of EBFD, except for the Fire Chief.

#### **Working Environment/Physical Requirements**

1. This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.
2. A substantial portion of this position will involve sedentary, administrative work in an office environment; however, the Assistant Chief may be required to supervise fire ground activities at emergency incidents and/or perform other duties at an emergency incident;
3. Strenuous physical activity under extreme adverse conditions may be required periodically;
4. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently;
5. This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion;
6. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit;
7. Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces;
8. Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin requiring the wearing of furnished PPE;
9. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, etc. requiring the wearing of furnished PPE;
10. Work may result in exposure to high noise levels requiring the wearing of hearing protection;
11. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision; and,
12. This position will involve periods of high physical, mental and/or emotional stress.

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## **ESSENTIAL FUNCTIONS AS FIRE TRAINING OFFICER**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*Duties and general responsibilities of the position of Training Officer; This position is full-time and FLSA exempt. This position is "at-will," which means EBFD may terminate the employment relationship at any time and for no reason, subject only to the requirements of applicable law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.*

*Position Summary; The Training Officer is a member of the Department Management Team, leader of the Training Division and member of the Operations Command Team. The position directs, plans, organizes, evaluates and coordinates the training of the department. During an emergency incident, the Training Officer may assume command of fire ground and emergency operations, or perform other duties related to the emergency incident, unless otherwise directed by the Fire Chief.*

*Immediate Supervisor; The Training Officer works under the direction and supervision of the Fire Chief and is evaluated by the Fire Chief.*

*Supervision Exercised; the Training Officer creates, implements and coordinates the training program with the Fire Chief and Captain. He/she has the ranking responsibility, authority and accountability for all the Department's training programs. The Training Officer is the training program administrator responsible for all program development, ensuring consistent delivery of department training programs. The Training Officer will monitor and evaluate the competency of all department members both individually and as a team. The Training Officer will undertake a leadership role in County, State and National training organizations.*

1. Prepare and develop and implement training programs including lesson plans and training schedules.
2. Conducts training of new department personnel and conducts refresher training as necessary.
3. Oversees the personnel advancement system program including the administration of written and practical tests for promotions.
4. Performs duties related to driving instruction by conducting practical tests and maintenance of employee driver's records.
5. Conducts on-going review of preparedness of the department by overseeing fire suppression activities at incident scenes and recommends changes to the Fire Chief.
6. Responds to all major incidents assisting with the duties of the Department's Incident Safety Officer (ISO) if so, directed by the incident commander.
7. Assists Chief in preparing the department's preliminary operating and budgets.
8. Administers the budget for training, travel and educational materials.
9. Oversees the activities of fire academy instructors.
10. Develops promotional qualification materials and promulgating standards for the entire department.
11. Consistently promote a professional image of EBFD; Attend and interact positively and effectively in EBFD meetings, and when assigned, meetings with other agencies and the public;
12. Demonstrated ability to establish and maintain effective working relationships with superiors, subordinates, peers and the public.

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## **MINIMUM REQUIREMENTS**

### **MINIMUM EDUCATIONAL REQUIREMENTS.**

A minimum of a bachelor's degree from an accredited four-year college or university with concentration in fire science, public administration or subject field related to position; may be substituted for additional experience and Advanced Fire Training

### **MINIMUM EXPERIENCE REQUIREMENTS.**

Seven (7) years of increasingly responsible command and supervisory experience with a local, state or federal fire agency, including two (2) years of administrative responsibility at the rank of Captain or above. Preference will be given for experience with both career and voluntary firefighter experience. Consideration will be given to candidates who have any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

### **MINIMUM CERTIFICATIONS AND LICENSES**

- Must possess a valid South Carolina Driver's License or the ability to secure a South Carolina Driver's License upon employment.
  - Firefighter I & II Certification (IFSAAC or equivalent) and maintain a CDL-B driver's license.
  - Fire Engineer
  - Fire Officer I and II
  - Fire Instructor I
  - National Incident Management System certifications 100, 200, 300, 400, 700, 800.
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## PHYSICAL REQUIREMENTS

- Physical ability to perform the tasks required of a firefighter.
- While performing the duties of this job, the employee is frequently required to sit, talk, hear, and see. The employee is occasionally required to stand, walk, or run; use hands or fingers, handle or feel objects, tools, or controls; reach with hands and arms; jump, climb, balance; stoop, kneel, crouch, bend, twist, turn or crawl; push or pull objects and people; drive at high speeds; taste and smell.
- The employee must possess sufficient manual dexterity to operate the following: a fire truck, car radio, hoses, extrication equipment, self contained breathing apparatus, pumps, fire hydrants, fire apparatus, ladders, first aid equipment, pager, pencil and pen with which to write on paper, personal computer, etc.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.
- Employee must frequently lift and/or move 20 pounds and occasionally lift and/or move more than 175 pounds.

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## WORK ENVIRONMENT

- Work is performed primarily in office, vehicles and outdoor settings in all weather conditions, including temperature extremes during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts in high precarious places and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- The noise level in the work environment is usually quiet in office settings and loud in emergency situations.
- The job risks exposure to dangerous animals, hazards of emergency driving, hazards associated with traffic control and working in or near traffic and natural and man-made disasters.

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## ESSENTIAL SAFETY FUNCTIONS

Establishment and maintenance of a safe work environment is the shared responsibility of the Town and all employees. The Town expects employees to do everything within their control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Failure to utilize required safety equipment or standard safety precautions is considered a serious offense and should result in prompt disciplinary action. Employees are asked to immediately report any unsafe condition to their supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents that result in injury are to be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day.

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### Acknowledgments

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

\_\_\_\_\_  
Employee's Name Print

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town's Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** *By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*