



DEPARTMENT: Fire

NATURE OF WORK:

Performs managerial, supervisory, administrative and protective service work in the field of prevention, associated emergency medical service, rescue, and fire suppression. Serves as a member of the Fire Department's senior management team to further the mission, vision, and values of James City County. Directs efforts to accomplish the goals and objectives of the County and Fire Department.

Directs the activities of multiple fire companies on an assigned shift and coordinates emergency operations. Work is performed under the general supervision of the Deputy Fire Chief.

ESSENTIAL FUNCTIONS OF THE JOB:

Commands activities of multiple fire companies on an assigned shift. Work includes daily review of resources and the development of contingency plans to cover shortages and meet workload objectives.

Evaluates and determines necessity for additional resources at emergency incidents; directs operational activities, including rescue, protection of property, conservation of environmental resources, extinguishment of fires, mitigation of hazardous materials incidents; and exercises control of the incident scene unless relieved by a higher authority. Notifies County staff and emergency operations staff of critical incidents.

Fosters a harmonious work environment and effective working relationships among assigned staff. Models and ensures appropriate workplace behavior that reflects the values of James City County and the Fire Department.

Practices effective communication with staff. Resolves conflicts and provides guidance and coaching as necessary.

Keeps assigned Captains informed of: any changes in structural or geographical conditions affecting fire suppression on a daily basis; all orders of the Fire Chief or Deputy Fire Chief; changes in County or department policies or practices affecting them; and, any other activities that affect their work performance.

Ensures the professional and technical development of assigned Captains. Conducts performance evaluations, and develops and implements individual development plans. Provides direct and specific feedback regarding accomplishments and areas needing improvement.

Participates as a member of the Fire Department's Senior Management Team in the development and achievement of the Department's goals and objectives. Addresses issues related to the management of the department. Conducts research and manages projects as required. Keeps all members of the Team informed of activities and status of work.

Performs a variety of operational duties to ensure mission readiness, including, but not limited to: evaluating assigned units; supervising the Company Inspection Program; coordinating preplanning activities; writing

equipment specifications; and, identifying and recommending correction of equipment deficiencies. Performs a variety of administrative duties such as: managing overtime; overseeing the maintenance of County leave records and payroll time sheets of assigned staff; submitting purchase requisitions; writing critical incident and other reports; and, maintaining a variety of records.

Works with assigned Captains to identify training requirements for the shift and to ensure provision of necessary training. Develops and instructs training classes, as required.

Represents the Fire Chief or Deputy Fire Chief at meetings when required.

Keeps Deputy Fire Chief informed of personnel and apparatus status, and any conditions affecting fire suppression within the County on a daily basis; develops and applies contingency plans to maintain a high mission readiness status.

Ensures that County policies, ordinances, regulations, Department orders, standard operating procedures, and Fire Administration Operation Instructions are followed by assigned personnel assigned. Provides guidance and coaching as needed. Recommends disciplinary action, if appropriate.

In the absence of the Fire Marshal, Deputy Fire Marshal, and/or Assistant Deputy Fire Marshal, enforces the statewide fire prevention code including local amendments, and local burning laws.

Assumes the role and responsibility of Fire Chief and/or Deputy Fire Chief in their absence as required.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

WORK LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily at an assigned office; requires travel to all fire stations, incident locations, or other locations as necessary. Operates County car; general office equipment, including telephone, cellular computer keyboard, and copy machine; fax machine, infrared heat detection device, binoculars, gas detection devices, radiation monitoring devices, mobile radio computer terminals, and radios. Operates full range of fire suppression equipment, as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the organization, functions, policies, rules, regulations, and procedures of the fire and emergency medical service.

Thorough knowledge of fire suppression and emergency medical principles, practices, apparatus, and equipment.

Thorough knowledge of fire prevention codes and compliance methods.

Thorough knowledge of geographic, climatic, and structural characteristics of the Department's response area.

Some knowledge of modern management practice.

Ability to plan, coordinate, and direct the activities of a shift of multiple fire companies.

Ability to direct and oversee the development of new and revised programs and activities that effect improvements in fire and rescue operation.

Ability to analyze complex fire and rescue and associated problems and formulate effective course of action to resolve situations.

Ability to establish and maintain effective working relationships with other County officials, agencies, and the public.

Ability to communicate effectively, orally, and in writing.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent.

Possess and maintain a valid Virginia's Driver's License.

Successful completion of the Tidewater Regional Fire Academy, or equivalent certification as determined by the James City County Fire Department.

Possess and maintain the following certifications from the Tidewater Regional Fire Academy, or equivalent certification, as determined by the James City County Fire Department:

- Firefighter II
- Hazardous Materials - Operations
- EMT-B
- EVOC
- CPR

Possess and maintain the following certifications from the Virginia Department of Fire Programs, or equivalent certifications as determined by the James City County Fire Department:

- Fire Instructor II
- Fire Officer II

Five (5) years related experience, some of which shall have been in a supervisory capacity.

Demonstrate competency in performing the essential functions of the job as evaluated by the Fire Chief or his/her designee.

Possess and maintain one of the following certifications, as required by the Fire Chief: Virginia EMT-C, EMT-I or EMT-P; and/or possess an Associates Degree in Fire Science, EMS, or job related major; or, any equivalent combination of education and experience providing the required knowledge, skills, and abilities.

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IDENTIFICATION OF PHYSICAL REQUIREMENTS

Position Title: Fire District Chief Position Number: 443
Department: Fire Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ⋮ Ability to understand and follow oral instruction
- ⋮ Ability to understand and follow written instruction
- ⋮ Ability to guide and/or give instructions
- ⋮ Ability to make decisions in accordance with established procedures and policies
- “ Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ⋮ Answering telephone, radio, or switchboard
- ⋮ Communicating with County officials
- ⋮ Communicating with general public
- ⋮ Communicating with vendors
- ⋮ Communicating with supervisors and/or with other employees
- “ Communicating with others _____

- “ Not essential to job function

2. Hearing/Listening:

- ⋮ For communication with County officials, public, vendors, supervisors and/or other employees
 - “ Not essential to job function
- 3. Reading:** (ability to read and understand text)
- ⋮ Essential to job function
 - “ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ⋮ Ability to mentally perform accurate two digit calculations
- ⋮ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ⋮ Essential function
- “ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|----------------------|--|
| ⋮ Use telephone | ⋮ Manipulate computer keyboard and mouse |
| “ Use switchboard | “ Use postage machine |
| ⋮ Use radio/console | ⋮ Use hand tools |
| ⋮ Use a calculator | ⋮ Use power tools |
| “ Use a copy machine | “ Other:_____ |
| “ Use a fax machine | “ Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ⋮ Essential to job function
- ‘ Not essential to job function

Explain: Firefighter/rescue duties

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (U) in appropriate boxes below.

| Ability to manipulate materials and/or equipment (lbs) | | | | | | | Frequency of Manipulation | | |
|--|----|------|-------|-------|-------|----------|---------------------------|------------|--------------|
| | 5! | 5-10 | 10-15 | 15-25 | 25-50 | 50% | Occasionally | Frequently | Continuously |
| Lift | | | | | | U | | U | |
| Push/Pull | | | | | | U | | U | |
| Hold/Carry | | | | | | U | | U | |

Manipulation done from: ☐ ground to waist ☐ waist level ☐ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

| <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---------------------------------|---------------------------------|---------------------------------|
| ☐ Step stool | ☐ 1 flight | ☐ 1-2 |
| ☐ 8' to 10' step ladder | ☐ 2 flights | ☐ 2-3 |
| ☐ Extension ladder | ☐ 3 or more flights | ☐ 3-4 |
| ☐ Other _____ | ☐ Other _____ | ☐ Other _____ |
| ☐ Not essential to job function | ☐ Not essential to job function | ☐ Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (U) in appropriate boxes below.

| | Duration (hours/day) | | | | | | Occasionally | Frequently | Continuously |
|--------------|----------------------|----------|-----|----------|-----|----|--------------|------------|--------------|
| | 0-1 | 1-3 | 3-5 | 5-7 | 7-9 | 9% | | | |
| Stand | | | | U | | | | U | |
| Sit | | U | | | | | | U | |
| Walk | | U | | | | | | U | |
| Run | | U | | | | | | U | |

If walking or running, over what type of terrain? ☐ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☐ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

“ 0-5x : 5-20x “ 20-50x “ 50+x
 “ Other _____ “ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

“ 0-5x : 5-20x “ 20-50x “ 50+x
 “ Other _____ “ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- : Peripheral vision
- : Night vision
- : Focus (distinctness or clarity)
- : Color perception (discriminate between colors)
- : Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

| Transmission | Standard | Automatic | Multi-Gears |
|-------------------------------|-----------------|------------------|--------------------|
| Car | “ | : | “ |
| Van | “ | : | “ |
| Small Truck | “ | : | “ |
| Medium Truck | : | “ | “ |
| Large Truck | : | “ | “ |
| Truck w/Equipment | “ | “ | “ |
| Heavy Bus Equipment | “ | “ | “ |
| Not essential to job function | “ | “ | “ |
| Other (list) _____ | | | |