



## JOB DESCRIPTION

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### General Description

The purpose of this class within the organization is to direct and lead the Fire & Emergency Services Department.

### Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Oversees staffing and personnel conducts recruitment, hiring, promotions, employee performance, and disciplinary matters for assigned employees.
- Plans for the future of the Department; develops strategy for service delivery, forecasts budget, and plans for training needs.
- Assesses overall Department operations including budget compliance, performance of service delivery, response times, and incident outcomes.
- Conducts public relations activities and engages community partners.
- Maintain awareness of community culture, state, and national fire service developments, local political environment, EMS trends, and challenges.

### Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in Fire Science, Firefighting or closely related field; Must have ten years of progressively responsible experience in the full-time paid fire department or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### Physical Demands:

Performs medium work that involves exceptional skill, adeptness, and speed in the use of fingers, hands, or limbs in tasks involving very close tolerances or limits of accuracy.

### Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to other extreme hazards not listed above such as: traffic; moving machinery; wet and/or humid conditions; electric shocks; heights.

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**



# City of Americus, GA

Title: Fire Chief  
Class Code: 2001



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### Special Certifications and Licenses:

Requires the following certifications/licenses Requires the following certifications and licenses: Class F License; Certified Georgia State Firefighter; Licensed Georgia State EMT Intermediate or Higher; National Pro Board Qualifications Live Fire Instructor; National Pro Board Qualifications Fire Officer 4; National Pro Board Qualifications Hazardous Materials Technician; Georgia Certified Emergency Manager Basic; National Incident Management System 300; National Incident Management System 400.

### Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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Revised: 6/4/2020 (DJ)  
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