

City of Orlinda Fire Chief

PURPOSE OF THE POSITION

The Orlinda fire chief is responsible for organization and direction of the semi-volunteer fire department in order to ensure that loss of life, property or injury as a result of fire, accident, or medical emergency is prevented and/or minimized by successful delivery of fire fighting and medical first response services. This is a very small department of only 3-6 firefighters, mostly volunteers, and the Chief will be required to make and supervise most fire and medical calls.

Job details

Salary

\$46,000 - \$56,000 a year

Job Type

Full-time

Shift and Schedule

8 hour shift

Monday to Friday

Position: Fire chief

SCOPE

The fire chief reports to the City Manager. The Chief is responsible for directing the activities of the fire department and is the sole authority and command at the scene of a fire, accident, or other emergency scene. The fire chief is responsible for directing all volunteer fire fighters and ensuring that fire fighters have adequate training. The fire chief is responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order. The fire chief will develop all policies and procedures concerning firefighting in accordance with municipal ordinances, state law, and federal laws and regulations. Providing adequate fire services will enhance the safety of residents and may prevent or reduce unnecessary injury, loss of life or damage or destruction of property as a result of fire, accident, or other emergency situation.

RESPONSIBILITIES

1. Develop, review and implement all firefighting policies and procedures in accordance with municipal ordinances, state law, and federal laws and regulations. Main Activities:

Establish appropriate firefighting techniques

Plan firefighting strategies

Liaise with the Robertson County Emergency Services Agency

Ensure firefighting policies and procedures are strictly adhered to

2. Recruit, train and direct the activities of volunteer fire fighters in order to ensure that trained fire fighters are available in the event of a fire. Main Activities:

Recruit and orient volunteer fire fighters

Ensure a high level of morale among fire fighters

Facilitate the training of volunteer fire fighters

Evaluate the performance of fire fighters

Discipline and/or dismiss fire fighters if necessary

3. Inspect firefighting equipment in order to ensure appropriate equipment is available as required. Main Activities:

Inspect the fire trucks on a regular basis, keep records of inspection

Inspect firefighting equipment and apparatus on a regular basis

Make recommendations on the replacement and/or repair of equipment

Oversee truck and equipment repairs, including identifying qualified repair facilities, coordinating repairs, etc.

Make inspections of places of business to ensure compliance with regulations

4. Takes command in the event of a fire in order to ensure a safe, effective and controlled response. Main Activities:

Ensure effective command and control techniques are in place at the scene of the fire

Make all decisions concerning the appropriate response to and method fighting a fire

Direct all activities at the scene of the fire

Ensure that fire fighters are responding in a safe and appropriate manner

Make decisions on when to request assistance from other departments

Investigate the cause of fire once it has been extinguished

5. Complete administrative tasks as required. Main Activities:

Maintain records on incidence of fire, injuries and loss of property

Prepare reports on all areas of firefighting

Work with insurance companies and inspectors to provide needed information

Prepare budget requests monitor the firefighting budget throughout the year

Implement fire prevention education and awareness programs

6. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

Must have proficient knowledge in the following areas:

knowledge of firefighting techniques and methods

knowledge of command and control techniques

knowledge of firefighting training programs

knowledge of training techniques and methods

knowledge of firefighting public education and awareness programs

knowledge of public safety theories and methods

knowledge of emergency response techniques

knowledge of emergency procedures, emergency first aid, and CPR

knowledge of volunteer training, development and recognition

knowledge of certifications and training required to meet minimal state requirements for a certified fire fighting agency.

Skills

Must demonstrate the following skills:

leadership skills including the ability to take full command at the scene of a fire
decision making skills
negotiations skills needed to resolve any conflicts with property owners or employees
effective verbal and listening communications skills
ability to deal effectively with people in difficult situations
effective written communications skills including the ability to prepare reports and business documents and correspondence
effective public relations and public speaking skills
research and program development skills
stress management skills
time management skills
Personal Attributes

Must demonstrate the following personal attributes:

maintain standards of conduct
be a self-starter and able to work independently
demonstrate sound work ethics
be consistent and fair
be able to remain calm in emergencies and when confronted by citizens

WORKING CONDITIONS

The fire chief may be involved in physically draining and exhausting activities, which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations.

The fire chief will sometimes have to carry heavy firefighting equipment while climbing ladders and going through buildings.

The fire chief will be exposed regularly to water in extreme weather conditions.

The fire chief will be exposed to noxious smoke and fumes as a result of fire.

The fire chief will have to manage a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of residents.

The fire chief will be exposed to environments that are dangerous, busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

The fire chief will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight.

The fire chief will require extreme levels of concentration during a firefighting situation.

The fire chief will experience very high levels of mental and emotional stress caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property.

The fire chief will be required to occasionally work non-traditional, late night/early morning hours in exchange for comp time

MINIMUM REQUIREMENTS

Possession of high school diploma

At least seven (5) years experience as a paid or verifiable, active volunteer firefighter, including three years as a superior officer (for example as Lieutenant, Captain, Deputy Chief or Chief)

Must be certified as a Fire Fighter Officer I through the Tennessee Commission on Fire Fighting and Personnel Standards and Education

Must be certified in emergency medical care at the level of first responder or higher

Must be certified in CPR

Must possess and maintain a valid Tennessee Driver's License

Must live within a 10-mile radius of the city limits of Orlinda or willing to move there within 6 months

Must successfully pass a drug screen

Job Type: Full-time

Pay: \$46,000.00 - \$56,000.00 per year

Benefits:

Health insurance

Paid time off

Schedule:

8 hour shift

Monday to Friday

Ability to commute/relocate:

Orlinda, TN 37141: Reliably commute or planning to relocate before starting work (Required)

Education:

High school or equivalent (Preferred)

License/Certification:

Firefighter I (Required)

Work Location: In person