



Fulton County
FIRE DIVISION CHIEF

SALARY	\$99,677.00 - \$177,674.00 Annually	LOCATION	VARIOUS LOCATIONS IN FULTON COUNTY, GA
JOB TYPE	PUBLIC SAFETY	DEPARTMENT	EMERGENCY MANAGEMENT
OPENING DATE	10/25/2024	CLOSING DATE	11/8/2024 11:59 PM Eastern
PAY GRADE:	26		

UNCLASSIFIED POSITION
CURRENT VACANCY IS IN THE EMERGENCY MANAGEMENT DEPARTMENT

Minimum Qualifications:

Bachelor's degree in Fire Science, Public Administration, or related field from an accredited institution; supplemented by seven (7) years of progressively responsible fire service experience as a paid certified Firefighter to include three (3) years of supervisory experience in managing a major division within a municipal city/county fire department; or equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Preferred: One year of active experience as a Chief Officer at a municipal city/county fire department within the last three (3) years. Additionally, experience in Aircraft Rescue and Firefighting (ARFF), and as a Hazardous Materials (HazMat) Technician is highly desirable.

Specific License or Certification Required:

Must possess and maintain a valid Georgia driver's license. Must hold a Certified Firefighter status in the State of Georgia or

possess a National Board of Fire Service Professional Qualifications (Pro Board- NPQ I and NPQ II, or possess an International Fire Service Accreditation Congress (IFSAC) certification; State of Georgia or National Registry EMT certification is required; Must possess Incident Command System (ICS) courses 100, 200, 700, and 800; Must obtain ICS courses G191, 300, and 400 within nine (9) months of hire; Fire Officer III certification within six (6) months of hire, as outlined in the National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications. Must obtain Basic Aircraft Rescue and Firefighting (ARFF) certification within nine (9) months of hire.

Preferred certifications: Chief Fire Officer (CFO); Executive Fire Officer (EFO); EMT-Paramedic; Hazardous Materials (HazMat) Technician.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Necessary Special Requirements:

- A comprehensive background investigation is required, including a local, state, and federal criminal history check, financial background check, and sex offender registry check.
- Satisfactory results from a high-risk medical evaluation and pre-employment substance abuse testing are required, with the possibility of random controlled substance testing.
- Must meet minimum physical agility requirements established by the Georgia Firefighters Standards and Training Council and minimum medical fitness requirements of NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.

EXAMINATION:

The examination will consist of a review of education and experience, accomplished by analysis of the application.

Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be rated as eligible. If selected, an official, accredited college transcript is required, at time of employment, for all degrees/course work used to qualify for this position.

ALL APPLICATIONS MUST BE COMPLETED IN FULL BEFORE THEY ARE SUBMITTED. PLEASE REVIEW ALL APPLICATIONS FOR ACCURACY AND MAKE ALL CORRECTIONS BEFORE SUBMITTAL BECAUSE ERRORS CAN RESULT IN NOT MEETING THE MINIMUM QUALIFICATIONS. ADDITIONAL INFORMATION WILL NOT BE ACCEPTED AFTER ALLOCATIONS ARE RECEIVED BY THE PERSONNEL DEPARTMENT.

Purpose of Classification:

The purpose of this classification is to manage, direct, and plan the daily operations of the Fire Division within the Emergency Management Department. This is the fifth level within a five-level fire classification series that provides

response to emergency calls, operation of fire apparatus and equipment, fire suppression, rescue operations, provision of emergency medical treatment, and other related firefighting activities. Fire Division Chief is distinguished from Fire Battalion Chief in that the former is responsible the planning and programming of duties related to directing the operations and activities of the fire division within the Emergency Management Department, whereas the latter manages the day-to-day operations of the fire division within the Emergency Management Department.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages, directs, and evaluates assigned staff: develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities to meet objectives: ensures that subordinates have the proper resources needed to complete the assigned work; monitors the status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; determines logistical/operational needs to provide efficient and effective response to activities; and assists with revisions of procedure manuals as appropriate.

Develops and oversees work methods and practices, policies, standard operating procedures, training programs, and general orders; and manages short/longs term goals and objectives of specific programs; and formulates/executes action plan to correct deficiencies.

Manages operational functions of fire and rescue services and emergency medical programs; determines proficiency level and identifies areas requiring improvement; studies incident trends, community needs, and departmental and County administrative goals and objectives.

Consults with commanding officers, supervisory personnel, other public safety agencies, and other officials to gather/

exchange information review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individual; initiates any actions necessary to correct deviations or violations; and investigates complaints against department personnel.

Performs incident command functions at large scale/complex fire and emergency scenes; responds to calls involving fire, hazardous materials, natural and man-made disasters, aircraft emergencies, evacuation and/or sheltering, rescue, and other critical incidents; assumes incident command of fire/emergency scenes until relieved by commanding officer; assesses and evaluates on-scene conditions; determines strategy and tactics; provides direction and coordination of manpower and resources; directs firefighting and/or rescue activities; ensures utilization of proper methods to suppress/control fires and preserve evidence; supervises fire communications.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies, and procedures; maintains an awareness of new equipment, procedures, trends, and advances in the profession; participates in and conducts physical fitness training, training drills, and other continuing education activities; maintains training documentation for station employees; coordinates and participates in multi-jurisdictional training; attends shift meetings, workshops, and seminars as appropriate.

Performs other administrative functions associated with department operations; develops business plans and key performance indicators; develops and monitors recruitment and promotion strategies; reviews and approves or denies fire permits and inspection documents; directs fleet maintenance and logistics; manages other special projects and duties as assigned.

Conducts statistical and operational analysis; assists in establishing priorities for anticipated departmental requirements for each fiscal year; assists in managing the preparation and submittal of annual budget information; recommends budget revisions as appropriate; administer approved budget and monitors operational expenditures for fiscal compliance.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including financial and budget documents, time sheets, inspection reports, incident reports, disciplinary forms, and employee grievance forms; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation including performance appraisals, quarterly and annual reports, statistical analyses, and executive briefs; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates or uses a variety of equipment to complete work assignments; operates and maintains a command vehicle, communication equipment, medical equipment, and other power or motorized equipment; operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Serves as department representative as assigned: responds to questions, complaints, and requests for information from citizens, the business community, elected officials, officers, employees, outside agencies, and various other individuals; attends and participates in various committees' hearings, official functions, Board meetings, and other community meetings; makes presentations and public speeches to civic groups and schools.

Communicates with supervisor, elected and other officials, subordinates, other employees, law enforcement, other public safety agencies, the public, and other individuals as needed to coordinate work activities, review the status of work, exchange information, or resolve problems.

Additional Functions:

Performs other related duties as required.

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

Other Requirements:

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, traffic hazards, bright/dim lights, toxic agents, explosives, disease, pathogenic substances, or rude/irate customers.

IT IS THE POLICY OF FULTON COUNTY THAT THERE WILL BE EQUAL OPPORTUNITY FOR EVERY CITIZEN, EMPLOYEE AND APPLICANT, BASED UPON MERIT WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, GENETICS, DISABILITY OR SEXUAL ORIENTATION.

Benefits

BENEFITS OVERVIEW



EMPLOYEE BENEFITS



Medical



Dental



Vision



Life Insurance

HOLIDAYS & PAID LEAVE



HOLIDAY PAY

13 paid Holidays

New Year's
January (1 Day)

MLK Jr
February (1 Day)

President's Day
February (1 Day)

Memorial Day
May (1 Day)

Juneteenth
June (1 Day)

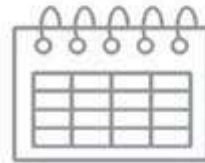
Independence Day
July (1 Day)

Labor Day
September (1 Day)

Veterans Day
November (1 Day)

Thanksgiving
November (2 Days)

Christmas
December (2 Days)



ANNUAL LEAVE

Years of Active Creditable

Service	80 Hour Employee
0 - 3 years	4.37 hours bi-weekly
3 - 8 years	5.33 hours bi-weekly
8 years	6.28 hours bi-weekly
Maximum Accrual	360 hours



SICK LEAVE

Employee Sick Leave Accrual
80 Hour Employee
3 hours, 42 minutes bi-weekly
Unused sick leave balances can be used for computation of pension and retirement benefits at the time of retirement.



Volunteer Activity Leave

VOLUNTARY BENEFITS

Fulton County offers a Flexible Spending Account, Short-Term Disability, Accident Plans, Critical Illness, Hospital Indemnity, Whole Life Insurance, and Identity Theft Protection



SAVINGS & RETIREMENT

Deferred Compensation (401a)

6%

automatically is deducted out of your check and deposited into the 401a retirement and the County matches

8%

employer contribution to 401a

Deferred Compensation (457b)

Potential for an additional

2%

employer match if employee maximizes up to

4%

New Year's Eve
December (1 Day)

Parental Leave
Up to eight (8) workweeks

*Up to twenty-four (24) hours of paid
leave per calendar year*

in 457b contribution

EDUCATIONAL ASSISTANCE

CERTIFICATIONS/LICENSURE

Employees may qualify for reimbursement up to \$5,000 per calendar year or a lifetime cap of \$35,000.

Type	Amount	Payment Period
Completion of Certification Program	\$2,000	Same Year
Professional Certification	\$4,000	2 Years
Licensure	\$6,000	2 Years

EMPLOYEE DISCOUNTS



Georgia Aquarium



Jesse Hill Market



Medieval Times

AAA



Six Flags Over Georgia

Link to Employee Discounts:

www.fultoncountygga.gov/for-employees/employee-benefits/fulton-county-employee-discounts



HAVE QUESTIONS?

Scan the QR code or Visit
<https://www.fultoncountygga.gov/for-employees/employee-benefits>

PREMIUM BENEFITS

Some positions are eligible for additional benefits.



OVERTIME PAY *

Potential to receive up to 240 hours in straight pay per year above 80 hours actual worked.



Up to
20%*

SIGN-ON BONUS



Up to
\$13,000*

RELOCATION OR RENTAL PACKAGE



Up to
\$100,000*

STUDENT LOAN REPAYMENT

Additional 80 hours *
 vacation leave credit after 1 pay cycle.
 Unused - Leave Payouts
 Compensatory | Holiday | Vacation

*For eligible positions only.

Agency

Fulton County

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Atlanta, Georgia, 30303

Website

<http://www.fultoncountyga.gov>