



**COUNTY OF KING WILLIAM, VIRGINIA
DEPARTMENT OF EMERGENCY SERVICES**

NOTICE OF POSITION VACANCY

**CHIEF OF FIRE AND EMERGENCY MEDICAL SERVICES
COUNTY OF KING WILLIAM, VIRGINIA**

King William County, Virginia (pop. 16,000+) is presently accepting applications with professional resumes and references for the position of Chief of Fire and Emergency Medical Services. The position will be posted until filled. The full Job Description for this position is attached. Salary range is \$71,936 - \$75,000 with benefits.

King William County Fire and EMS Department consist of one County station, 6-full time Fire Medics, 16 part-time Fire Medics, and approximately 12 volunteers. Career staff were brought on board July 1, 2018. The County is also supported by two Volunteer Fire and Rescue Departments; West Point and Mangohick and receives support from Walkerton Fire and Rescue located in King & Queen County.

Completed King William County Application for Employment (downloadable from <http://kingwilliamcounty.us/departments-and-services/human-resources>) along with professional resume and references may be submitted electronically (PDF format only, please) to deputyclerk@kingwilliamcounty.us. Subject Line: **Application-Chief of Fire and Emergency Medical Services** or by mail to: County of King William, 180 Horse Landing Road #4, King William, VA 23086 – ATTN: Ms. Olivia Lawrence.

King William County is an Equal Opportunity Employer.

Applications and resumes will be accepted through close of business November 18, 2019.



**COUNTY OF KING WILLIAM, VIRGINIA
DEPARTMENT OF EMERGENCY SERVICES**

JOB DESCRIPTION

Job Title:	Chief of Fire and EMS
Position Class:	Public Safety
Pay Grade:	E36
Exempt Status:	Exempt
Salary Range:	\$71,936-\$100,710

GENERAL DESCRIPTION:

This is an executive level professional position. The incumbent is a Department Head and performs difficult and complex tasks to oversee the County's Fire and EMS operations and services. The Chief of Fire and EMS performs a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Establish operational policies, procedures, guidelines and regulations for the Department and serve at the point of control to ensure these items are followed.

ORGANIZATION:

The Chief reports directly to the County Administrator and has overall responsibility for employees of the department.

ESSENTIAL FUNCTIONS:

- Supervises employees, performing related human resources function and completing necessary paperwork.
- Directs financial operations of the department, including development and monitoring of budget.
- Develops policies/procedures to implement fire/rescue operations/services in compliance with federal, state, county rules, regulations, laws and ordinances.
- Works with volunteer leadership to receive problems, concerns, departmental issues, etc.
- Supervises the planning and preparation necessary for emergency response to disasters.
- Fosters volunteer involvement and membership to support a combination career and volunteer system.

- Establish, within County policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Respond to incidents as necessary and may, upon arrival, assume command of the emergency scene.
- Researches grant opportunities, develops grants, and works with the Financial Services Department on all aspects of grant management.
- Ensure all reports and licensing for Virginia Department of Health Office of Emergency Medical Services and Virginia Department of Fire Programs are successfully completed and submitted as required.
- Serve as the Emergency Management Coordinator and, as such, coordinate prevention, preparedness, response, recovery, and mitigation of natural & man-made disasters.
- Develop, implement and maintain the King William County emergency operations plan including the assignment of responsibilities and actions required of local leadership, hazards analysis, the receipt and the dissemination of Homeland Security and disaster warnings, emergency preparedness, emergency operations, disaster analysis and recovery assistance to ensure quick and effective response to the needs of the citizens and community in the event of a disaster.
- Ensure the County's emergency plans are compatible with the plans and procedures of other key facilities and organizations within the County; serve as a liaison with State, Federal and adjacent county authorities to insure effective disaster preparedness and response capabilities serve as the Hazardous Materials Coordinator for the County and, as such, coordinate prevention, response and mitigation of hazardous materials exposures.
- Supports and coordinates with the County Volunteer Fire Marshall.
- Coordinate with the Sheriff's Office on dispatch issues and protocols and builds a strong working relationship with that department.
- Prepare and deliver policy recommendations and presentations to County Administration and the Board of Supervisors.
- Prepare board packet information to include monthly updates, special project updates and general fire and emergency services presentations and reports.

WORKING CONDITIONS:

The working environment is both indoors and outdoors presenting conditions that may include exposure to adverse weather and hazardous pollutants. The Chief is "on call" 24 hours a day and is expected to perform other job-related tasks as assigned or required.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's Degree and a minimum of 10 years progressively responsible experience (5 years management level). Degree should be in Fire Science, Fire Administration, Public Administration, Emergency Management or a related field. Appropriate experience and training may be substituted in place of degree requirement. Experience in each of the following fields; firefighting, rescue and EMS. Candidate should possess the following minimum certifications Firefighter II, Fire Officer III, Fire Instructor II, Hazardous Materials

Operations, EMT-Basic, ICS-300 and ICS 400. Experience may be substituted for above certifications.

King William County residency must be established within first twelve {12} months of employment unless waived by the Board of Supervisors. Possession of, or eligibility for, a valid appropriate driver's license issued by the Commonwealth of Virginia.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

**Potential candidates will be required to complete drug testing, driving and background checks.

The foregoing is intended as a general description of job responsibilities and performance expectations and does constitute a contract for employment between the employee and the County of King William, Virginia.