

**COUNTY OF LOUISA
DEPARTMENT OF EMERGENCY SERVICES
CHIEF OF FIRE & EMERGENCY MEDICAL SERVICES**

Summary:

Under the direction of the County Administrator, the Fire Chief will oversee the strategic development and management of the County's Fire Administration and Emergency Management Services. Through staff involvement and a coordinated volunteer system, he/she will assume all of the duties associated with the day-to-day functions, as well as the short term/long range planning of fire and rescue operations. This also includes hiring, training, counseling, disciplining and evaluating the performance of all office, fire and rescue career staff and providing general guidance to, and coordinates with, the volunteers on the delivery of fire and rescue operations for the County. The Fire Chief is required to reside in Louisa County.

Essential Functions of the Position:

The essential functions of the position include, but are not limited to:

- Plans, implements, manages and continually evaluates all aspects related to Fire and Emergency Services to insure the integrity of departmental operations and to accomplish departmental goals and objectives.
- Collaboratively designs, integrates, and manages the strategic short term and long range planning processes for the Department.
- Hires, trains, counsels, disciplines and evaluates the performance of all office, fire and rescue career staff and provides general guidance to, and coordinates with, the volunteers on the delivery of fire and rescue operations for the County.
- Performs a broad range of administrative, management and supervisory duties in order to ensure that the highest quality and the most efficient and effective emergency/fire operations and responses to disasters are being provided.
- Continually evaluates apparatus and facilities to ensure that they support the provisioning of efficient and effective response capabilities.
- Develops policies/procedures for fire/rescue operations/services in compliance with federal, state, and county laws, rules, regulations and ordinances. Also works closely with the State Fire Marshal and other appropriate state agencies.
- Communicates with the County Administrator, Board of Supervisors, chiefs, and others, as appropriate, to keep them informed on all activities and works in cooperation with these individuals to manage the Department. In addition, plans and attends meetings with staff, the County Administrator, the Board of Supervisors and special committees.
- Directs the County's financial operations of the department, including budget planning, implementation and monitoring, and making recommendations to the County Administrator regarding appropriations to the volunteers. Also responsible for purchasing activities and assisting the grant writer with reporting.

- Fosters volunteer involvement and membership to support a combination career and volunteer system by proactively supporting activities that will promote the viability of both career and volunteer services. Regularly attends volunteer meetings, including but not limited to those of the Management Oversight Group.
- Maintains public awareness under the direction of the County Administrator; meets with news media for interviews and prepares press releases.
- Prepares and reviews all operational, technical and administrative reports for detail and accuracy.
- Responsible for the coordination of all County public safety communications equipment.
- Performs other duties as assigned.

Required Skills, Knowledge and Abilities:

The knowledge, skills and abilities of the position include, but are not limited to:

- The Fire Chief must be a visionary and a strategic leader with the ability to address the “big picture” issues along with the day-to-day operational challenges of the Department. He/she must have a proven track record of a management style that combines a focus toward change and results, along with a strong commitment to teamwork, goal orientation, and fiscal responsibility. The ability to exercise sound judgment and make significant decisions under stress, utilizing all available resources, is also required.
- He/she must possess excellent communication and interpersonal skills, with a proven ability to lead by example. He/she should also be able to demonstrate strong leadership and managerial skills with an emphasis on employee relations, including, but not limited to, recruitment and retention, team building, and conflict resolution. The ability to show a successful track record in providing guidance to and coordinating with a combination work force of predominately volunteers, while simultaneously supervising career personnel, creating a culture of commitment and accountability, is essential. The ability to promote positive relationships, mutual support, trust and consensus with other County officials, the general public and others, both inside and outside of the Department, is also a vital requirement of the position.
- A comprehensive professional knowledge of the principles and practices of modern firefighting/fire prevention, emergency medical services, as well as emergency and disaster preparedness, including the ability to plan, direct and develop new strategies and services and a thorough understanding of the required fire/rescue laws, ordinances and regulations is also crucial. In addition, he/she should be familiar with the physical layout of the County and with fire hazards and conditions of the buildings within the ordinances. This includes a working knowledge of the technical and administrative aspects of fire investigation, fire suppression, fire prevention, code enforcement, building safety and materials, as well as storage practices including all equipment and appliances.

- The ability to work in extreme weather and hazardous environmental conditions with a broad working knowledge of hazardous and radiological materials is also necessary.
- Strong computer skills required.

Education, Training and Experience:

Requires a Bachelor's Degree and 10-15 years progressively responsible levels of management/supervisory responsibilities and experience with an emphasis on personnel management and volunteer relations. In addition, must be a NFPA/VA Certified Instructor, NFPA/VA Firefighter II, EMT or Paramedic with extensive field experience. A graduate degree in a related field such as Business Administration, Management, Public Administration or Fire Science is also desired. A graduate of the National Fire Academy Executive Fire Officer Development Program is preferred. Possession of, or eligibility for, a valid driver's license issued by the Commonwealth of Virginia is also required.

Working Conditions:

- Environmental:
- Physical Effort:
- Hazards:

Special Conditions or Requirements:

This position is appointed by the Louisa County Board of Supervisors, and as such works for and at the discretion of the Board.

Salary Grade – 125
Salary Range - \$75,880.27 -\$125,202.45

Disclaimer:

This information is of a general nature, and is not intended to be a comprehensive description of each and every duty. This position is also responsible for performing other duties as assigned.