



CITY OF HOPEWELL
invites applications for the position of:

Fire Chief

SALARY:	\$104,640.36 - \$111,971.78 Annually
DEPARTMENT:	Hopewell Fire & Rescue
JOB TYPE:	Regular Full-Time
OPENING DATE:	10/01/21
CLOSING DATE:	10/31/21 11:59 PM
DESCRIPTION:	

Performs complex advanced protective services work planning, directing, and supervising the overall operations of the department, handling personnel and public information matters, coordinating work with City Manager and department directors, ensuring that all laws, regulations, and procedures are followed, maintaining appropriate records and files, and related work as apparent or assigned. Work involves setting policies and goals. Supervision is exercised over all personnel within the department.

EXAMPLES OF DUTIES:

- Plans, organizes, and oversees the department personnel management; recruits, hires, assigns, and directs work; trains, transfers, promotes, suspends, terminates, disciplines, evaluates performance, counsels, and develops staff schedules.
- Plans, organizes, and manages the operations of the department to include policies and procedures formulation and enforcement, budget preparation and control (fire stations, equipment, supplies, and other assets).
- Oversees fire safety information and education, as well as fire prevention programs.
- Performs long-term planning regarding fire protection services, emergency services, etc., for the department.
- Develops and evaluates the department program effectiveness; recommends appropriate changes.
- Prepares and maintains various reports for executive management and for compliance with regulatory State and National requirements.
- Attends various meetings or functions to represent the department and the City; promotes mutual aid and working relationships with regional fire agencies; remains current on regulations and programs standards.
- Responds to all major incidents and directs firefighting operations and strategies; plans and coordinates activities around natural and manmade disasters.

TYPICAL QUALIFICATIONS:

Minimum Education and Experience:

- Bachelor's degree in fire administration, public administration, or related field and extensive experience in fire and emergency services including supervisory experience, or

equivalent combination of education and experience.

Licenses and/or Certifications:

- EMT-Intermediate or higher; Fire Officer I, II, and III; Fire Instructor I, II, and III; Fire Officer's Academy and ICS 400 certifications upon hire.
- Valid driver's license in the Commonwealth of Virginia.

Knowledge, Skills & Abilities:

- Thorough knowledge of emergency service management techniques, emergency medical services, and disaster planning and management, as well as Federal, State, and local laws and regulations governing fire and rescue.
- Strong leadership, managerial, communication, and analytical skills.
- Ability to deal with all levels of the department, the organization, and the general public.
- Ability to deal with multiple projects/issues at the same time.

SUPPLEMENTAL INFORMATION:

Work Environment:

- Work is primarily performed in an indoor, climate-controlled, pleasant environment. Must wear uniform, including safety equipment when required.

Essential Physical Activities:

- Walking, hearing, seeing up close, seeing far away, talking, standing, finger movement

APPLICATIONS MAY BE COMPLETED ONLINE AT:
<https://hopewellva.gov/employment-opportunities/>
The City of Hopewell is an EEO and V3 certified employer.

Position #FIRE103121
FIRE CHIEF

Drug-Free Workplace

300 N Main St, Rm 223 Hopewell, VA 23860 804-541-2211 or 804-541-2245

humanresources@hopewellva.gov
