



Fire Chief Full-Time

The Town of Farmville is accepting applications for the Fire Chief position. The successful applicant will be responsible for the administration, coordination, supervision, and control of all volunteer and career fire and emergency medical services related activities. They will make administrative and operational decisions pertaining to fire prevention and code enforcement, firefighting, emergency medical services, special operations, planning, budgeting, record-keeping, public education, purchasing, general administration, and training and supervision of subordinate officers. Work is often performed independently in an office setting and outdoors. The Fire Chief works under the supervision of the Town Manager.

Requirements:

- Ten (10) years of fire service experience, including at least five (5) years as a career firefighter.
- Two (2) to five (5) years' experience command experience as a Fire Chief, an Assistant Chief, Battalion Chief, Captain, or Lieutenant.
- Associate degree, Bachelor's degree in Fire Science, Business Administration, or a related field preferred.
- Firefighter II, Officer II, Instructor II Emergency Vehicle Operator Certified (EVOC). Incident Command System (ICS) 100, 200, 300, 400, 700, 800 certified. Emergency Medical Technician certification.
- Must possess Fire Official certification or obtain within 18 months of employment. Requires a valid State of Virginia driver's license and acceptable driving record.

Typical duties include and are not limited to:

- Plan, direct, coordinate, and control departmental operations regarding facilities, equipment, apparatus, and personnel to ensure a state of readiness to keep staff and citizens safe.
- Responsible for the department's safety program. Ensure compliance with national, state, industry, and local safety standards such as Virginia office of EMS, VA Department of Fire Programs, and the National Fire Protection Association (NFPA).
- Plan and prepare fire protection and EMS needs for events for the Town and local colleges.
- Respond to and serve as Incident Commander for major incidents and fire alarms and personally direct firefighting activities through sub-ordinate officers. Complete incident action plans for natural other emergency situations.
- Coordinate work activities, equipment, and personnel allocations with other Town departments.
- Enforce fire prevention laws regarding safety regulations for public assemblies, the handling and storage of combustible materials, and the use of flammable liquids and explosives.
- Review reports prepared by subordinates regarding departmental matters.
- Plan, direct, coordinate, and control the Fire Department's maintenance program.
- Conduct personnel activities to meet departmental goals: planning, job analysis, preparing job descriptions, recruitment, selection, motivation, training and development, scheduling, performance appraisal, promotions, and termination, in accordance with applicable civil service laws.

- Prepare equipment specifications and inspect new equipment for compliance with specifications: Review plans and approve department purchases.
- Prepare and monitor annual budget for the Fire Department; Maintain the financial records of the department; supervise and account for all expenditures. Oversee grant funding and related projects.
- Investigate citizen complaints and ensure corrective action is taken on departmental issues.
- Attend staff meetings, Town Council meetings, and other meetings as required.
- Address various civic organizations to increase community awareness and understanding regarding the department's programs and activities.

This is a full-time position with an excellent benefit package, including employer-sponsored health, life and short-term disability insurance, VRS retirement, and paid time off and holidays. Applicants must pass a criminal background check and a substance abuse screening.

Hiring range \$67,155– \$70,000 depending on qualifications, skills and experience.

Interested applicants are encouraged to complete the ***Town of Farmville Application for Employment*** which may be found at www.farmvilleva.com at the Jobs tab. Please submit the completed application to hr@farmvilleva.com or send/drop off at the Town Offices at 116 North Main Street, Farmville VA 23901. Applications will be accepted until the position is filled.

The Town of Farmville is an Equal Opportunity Employer.