Amelia County

FIRE
EMS

Fire Chief

Amelia County Fire & EMS

Department: Amelia County Fire & EMS

Reports To: County Administrator

Position Type: Full Time

FLSA Status: Exempt

THE OPPORTUNITY

Amelia County is building something. Over the past several years the county has moved from an all volunteer fire and emergency medical services system to a combination system, added career staffing, and begun the work of establishing the formal structure a modern department requires. That work is underway now: a unified guideline book, a supervisory rank structure, reformed dispatch protocols, a multi-year capital plan, and an ordinance formally establishing the department. The Fire Chief will inherit that foundation and is expected to build on it.

This is not a caretaker position. Amelia County is looking for a chief officer who wants to build a department and stay to see it mature. The county's volunteer fire department and emergency squad are the reason service has been delivered here for generations, and they remain central to how the system works. The next Fire Chief will lead the organization and will earn, rather than assume, the working relationships that make a combination system function.

The Chief reports to the County Administrator, serves as the county's principal advisor on fire and emergency medical services, and is accountable for the performance of the entire system.

POSITION SUMMARY & FIRST TWO YEARS

Provides executive leadership and direction for all operations of Amelia County Fire & EMS, including fire suppression, emergency medical services, rescue, hazardous materials response, and fire prevention. Establishes departmental policy, directs operational and capital planning, administers the department budget, and exercises supervisory authority over career personnel and operational authority over volunteer personnel operating within the county system. Work is performed with wide latitude for independent judgment and is evaluated by the County Administrator through conferences, reports, and the results the department produces.

PRIORITIES FOR THE FIRST TWO YEARS

These are the outcomes against which performance in this position will be measured. They are expected to evolve as the department matures.

- Complete and adopt the department's operating framework, including standard operating guidelines, administrative policy, and officer qualification standards.
- Establish a functioning, trusted working relationship between career and volunteer personnel, evidenced by joint training, coordinated response, and stable volunteer participation.
- Build and sustain a countywide training program that serves career, volunteer, and junior members.
- Deliver measurable improvement in response performance and reliability, supported by data the department collects and reports.
- Bring the capital program to a defensible multi-year footing for apparatus, facilities, and equipment.
- Develop the department's supervisory ranks into a capable command staff.

CORE RESPONSIBILITIES

- System leadership. Directs all administrative and operational activities of the department. Assumes or delegates incident command at significant incidents and ensures a functioning chain of command across career and volunteer resources. Advises the County Administrator and Board of Supervisors on service levels, risk, staffing, and resource needs.

- Volunteer partnership. Builds and maintains working relationships with the volunteer fire department and emergency squad. Meets regularly with volunteer leadership and membership to address concerns, resolve conflict, and identify opportunities to improve coordination. Preserves the role of the volunteer organizations while advancing a unified operational system.

- Policy and planning. Develops and administers departmental policy, standard operating guidelines, and officer qualification standards. Directs strategic and long-range planning, including service level objectives, station and staffing configuration, and response performance standards. Ensures compliance with applicable federal, state, and local law and with Virginia Department of Fire Programs and Virginia Office of Emergency Medical Services requirements.

- People. Supervises the department's supervisory staff and, through them, all career personnel. Directs recruitment, selection, onboarding, and retention for both career and volunteer members. Establishes performance expectations, conducts appraisals, and addresses performance and conduct matters. Owns the department's safety and member wellness program.

- Training. Establishes and directs a countywide training program serving career, volunteer, and junior members, including minimum training standards, certification tracking, and planning for county training facilities.

- Emergency medical services. Ensures all emergency medical services operations are conducted under the county license and the medical direction of the Operational Medical Director. Coordinates with the Operational Medical Director on protocols, quality assurance, credentialing, and remediation. Administers the department's controlled substance program and oversees emergency medical services billing coordination. Investigates and resolves concerns raised by citizens, providers, or medical professionals regarding the delivery of emergency medical services.

- Fiscal stewardship. Prepares, justifies, and administers the annual operating budget and the multi-year capital improvement program. Identifies and administers grant funding. Approves procurement in accordance with county policy and manages contracts and expenditures.

- Fleet, facilities, and equipment. Ensures the operational readiness of apparatus, equipment, and personal protective equipment. Directs apparatus specification, acquisition, testing, and maintenance programs. Oversees the condition and improvement of departmental facilities in coordination with county public works.

- Prevention and community risk reduction. Directs fire prevention activities, including inspections, plans review, pre incident planning, fire investigation coordination, and public fire and life safety education.

- External coordination. Coordinates dispatch protocols, run cards, and communications with the Sheriff's Office Communications Division and regional radio partners. Maintains mutual aid and automatic aid agreements. Partners with the county emergency management function, the public schools, and neighboring jurisdictions. Emergency management is a separate county responsibility; the Chief supports it as a partner and resource provider, not as its manager.

- Data and reporting. Directs departmental records and data management, including incident reporting, response performance analysis, and required state and federal reporting.

This is not an exhaustive list. The county reserves the right to modify duties or assign additional responsibilities as the department's needs change.

WHO WE ARE LOOKING FOR

The successful candidate will have built or rebuilt something before. Specifically, we are looking for evidence of:

- Success leading in a combination system, including genuine credibility with volunteer personnel. Prior volunteer service is valued.
- Experience guiding an organization through transition, particularly from volunteer to combination staffing.
- The judgment to distinguish between what must change now, what can wait, and what should be left alone.
- A track record of building budgets and capital plans that hold up under scrutiny.
- Comfort operating transparently with elected officials, volunteer leadership, and the public, including when the news is not good.
- Command presence and sound decision making at incidents, not solely administrative capability.

MINIMUM QUALIFICATIONS & CERTIFICATIONS

- Bachelor's degree from an accredited college or university in fire administration, emergency services management, public administration, or a related field. Equivalent education, training, and experience that demonstrates the required capability will be considered.
- Minimum of ten (10) years of progressively responsible fire and emergency medical services experience, including at least five (5) years at battalion chief level or above, or equivalent command level leadership.
- Demonstrated field response and incident command experience.
- Must be at least twenty-one (21) years of age and possess and maintain a valid Virginia driver's license with an acceptable driving record.

CERTIFICATIONS

Equivalent education, training, and experience that demonstrates the required capability will be considered. Certifications held from another state or accrediting body will be considered where Virginia reciprocity is available and the county will consider a reasonable timeline to obtain them.

CONDITIONS OF EMPLOYMENT

- The Fire Chief may not hold membership in a volunteer fire or emergency medical services agency after employment begins.
- Designated as essential staff. Requires availability and response outside normal working hours, including nights, weekends, and holidays.
- Subject to a comprehensive background investigation including criminal history, sex offender registry, driving record, credit history, education verification, and employment references.
- Subject to pre-employment medical evaluation and substance abuse testing, and to recurring testing per county policy.
- Must pass a physical fitness evaluation and maintain fitness through annual evaluation.
- Must maintain all required certifications throughout employment.
- Must complete a probationary period in accordance with county personnel policy.

WORKING CONDITIONS

Work is primarily administrative and performed in an office setting, with regular field and incident scene activity. The position carries the inherent risks of emergency response. Must be able to don and operate in structural firefighting personal protective equipment and self-contained breathing apparatus as conditions require. Physical demands include walking, standing, stooping, kneeling, climbing, balancing, and lifting or moving objects involving exertion of up to fifty (50) pounds regularly and up to one hundred (100) pounds occasionally. Requires clear vision at close and distance range, depth and color perception, and hearing adequate to receive detailed information in person and by radio. Performance of essential functions may involve exposure to extreme heat and cold, smoke, hazardous materials, unsafe structures, heights, confined spaces, traffic hazards, bloodborne pathogens, and other adverse environmental conditions.

In compliance with the Americans with Disabilities Act, Amelia County provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the county.

ABOUT THIS DESCRIPTION

This description is intended to indicate the general nature and level of work performed by an employee in this classification. It is not an exhaustive inventory of all duties, responsibilities, and qualifications required. This description does not constitute an employment agreement and is subject to change as the needs of the county and the requirements of the position change.