

# CITY OF MOULTRIE JOB ANNOUNCEMENT



**Position:** Assistant Fire Chief

**Department:** Fire

**Starting Salary:** \$65,000

**Date:** February 9, 2021

## **POSITION SUMMARY:**

The role of the Assistant Fire Chief is to assist in planning, directing, managing, and overseeing the activities and operations of the Fire Department. This includes fire suppression, emergency medical services, hazardous materials response, rescues, technical rescue, disaster preparedness, and related programs, services, and operations; coordinates assigned activities with outside agencies; may represent the Fire Department in the absence of the Fire Chief; and provides highly responsible and complex administrative and management support to the Fire Chief. This position reports directly to the Fire Chief.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide positive leadership and development to various Department personnel to foster a qualified and capable staff.

Participate in recommending the appointment of personnel; conduct and review performance evaluations; provide guidance and opportunities for career development of employees; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee dismissal.

Participate in the development, administration and management of the Fire Department budget; participate in the forecast of funds needed for effective operation of the Department; monitor and approve expenditures; implement mid-year adjustments.

Recommend, develop and administer policies and procedures.

Respond to major emergencies and assume an appropriate role within the Incident Command System.

Establish and maintain effective working relationships with other employees, supervisors, and the public.

Monitor internal operations and procedures to ensure compliance with the rules, regulations, policies and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence; represent the Department and the City in a positive and professional manner.

Respond in a timely and positive manner to complaints and requests for information.

Represent the Fire Chief, the Department, and the City in relationships with the public, community groups, professional organizations, other City departments and divisions, and outside agencies.

Participate in the research of alternative approaches to fire prevention, fire suppression, emergency medical, hazardous material handling, fire and life safety code application, and other emergency programs.

Participate in the development and management of the Department's Strategic plan.

Manage other programs and functions as assigned.

## **TRAINING AND EXPERIENCE:**

Must be a high school graduate or equivalent with ten (10) years of active fire service experience or knowledge and level of competency commonly associated with the completion of an associate's degree in a course of study related to the occupational field. Must have supervisory or management experience as well as experience involving firefighting, fire scene investigations, and fire safety. Must hold Fire Officer Certifications I and II. Must possess a valid Class E Georgia Driver's license or be able to acquire one within six months of hire. Must have and maintain a CPR and First Responder certification. Must be a resident of Colquitt County or must be able to establish residency in Colquitt County within one year of hire and shall maintain residency in the county limits while serving as Assistant Fire Chief.

## **APPLICATION PROCESS:**

Please apply online at [www.moultriega.com](http://www.moultriega.com).

You must submit a cover letter, application, resume, and (5) professional references by March 10, 2021, to be considered. For more information on this position or the status, please contact Marci L. Meadows, Director of Human Resources, [marci.meadows@moultriega.com](mailto:marci.meadows@moultriega.com), 229-985-1974 Ext. 1302.