

Classification Title: Fire Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages the County's fire/rescue training, fire code enforcement, investigation, emergency response, emergency management and hazardous materials program, suppression and rescue administration programs. Acts as the liaison between the County and contracting fire departments and provides staff support to the County Fire Commission.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Plans, manages and directs the County's fire/rescue training, fire code enforcement, investigation, emergency response and hazardous materials program, suppression and rescue administration programs. Prepares annual budget which includes goals and objectives.
2	S	Acts as the liaison between contracting fire departments and the County. Provides technical and operational assistance and direction. Maintains records and reports regarding fire protection services and implements strategic goals and objectives. Advises the County on policy matters.
3	S	Facilitates discussions and meetings on fire service issues and policies. Provides direction and input to the Fire Commission and subcommittees.
4	M	Responds to major emergencies and fire investigations. Conducts excavation and reconstruction to determine origin and cause of fires. Prepares reports and responds to inquiries. Testifies as an expert witness.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Fire Prevention, Fire Science or related field.
Experience	Ten years' experience in fire service.
Equivalent Education & Experience Accepted?	Yes
Certification and Other	Valid driver's license, Certifications - Firefighter II, Fire Instructor Level II, Hazardous Materials, Operations Level Responder.

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy	X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Fire investigative equipment, communications equipment, vehicle, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment, self contained breathing apparatus, half-face respirator