



County of Calhoun

Job Description

Job Title: Fire Coordinator

Reports To: County Administrator

FLSA Status: Exempt

Prepared Date: 8/1/15

Summary

Coordinates the Fire Services of the Calhoun County Fire District by performing the following duties.

Essential Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Plan, organizes, coordinate, schedule, assign, and direct the emergency and non- emergency activities of the fire district;
- Procurement and supervision of the training of emergency personnel to ensure that the equipment shall be utilized for the best interest of the Calhoun Fire District;
- Establishment of centralized purchasing of all materials, supplies and equipment in accordance with the County procurement code;
- Coordination of centralized maintenance schedule and service for all equipment, and County-owned or funded buildings as necessary to ensure quality, maintenance and appropriate annual budgeting for replacement of equipment or facilities;
- Cooperate or enter into contracts or agreements with any public or private agency which results in improved services or the receipt of financial aid in carrying out the functions of the Calhoun Fire District, provided, however that such contracts and agreements shall be subject to the County's procurement code and subject to approval by the County Administrator or Council, as necessary;
- Acts as the district public information officer to inform the news media concerning, emergencies and public relations matters;
- Oversees the specification requirements desired on special equipment, fire engines, service trucks, and other equipment;
- Develops and maintains a strategic fire plan as needed;
- Support the operation of the Emergency Support Function, Firefighting in the Emergency Operations Center;
- Guide the organization in the creation or updating of policy and procedures for those laws, mandates, and standards applicable to the fire service organization. Coordinate with fire commission in implementation of these policies;
- Ensures all County policies & procedures are adhered to and ensure all employees are accountable for compliance of policies & procedures;
- Assist in the development and preparation of budgets, including forecasting for district needs;
- Coordinate Fire District activities with other local, county, state, and federal agencies;

- Guide and direct the preparation and analysis of fire records and reports to local, state, federal agencies and others as required;
- Represent Calhoun County through association with any local, state or federal working groups in support of fire and life safety programs and cooperative initiatives;
- Performs other duties and related work as instructed and assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A. A.) or equivalent from Two-year College or technical school; or 10 years in the fire service with progressive leadership experience, related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

Valid South Carolina Driver's License

Documentation certifying the completion of management and leadership training

Emergency Vehicle Driver's Training SCFA 1210

Pumper Operations SCFA 1220

Interior Structural Firefighter to the IFSAC FF2 Level

Incident Safety Officer SCFA

Certification in I-300 National Incident Management System through FEMA

Registration with the State Fire Marshal's Office as a South Carolina Firefighter

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Microsoft Office Proficient

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 80 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and high, precarious places. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outside weather conditions risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work environment is usually moderate.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.