

Job Title: Volunteer Fire Chief

Dept.: Fire

Location: Nicholls Fire Station

Reports to: Mayor & City Administrator

Date: July 6, 2023

Job Summary:

To serve the public and protect lives and property by fighting fires and being directly responsible for the Fire Department operations and personnel.

Work performed:

Direct responsibility for safety, training, work schedules and general operations of the Fire Department. Fire Department operations include building inspections, water system monitoring and associated flow and pressure calculations. Maintenance of apparatus, fire prevention, records maintenance, code enforcement and quarters upkeep. Day to day supervision of training, work schedules and records filed monthly as required by Georgia legislature. Active participation and inspection with Georgia Fire Marshal's office personnel of hazardous materials storage facilities, occupancy standards and enforcement of Georgia Fire laws. Investigate all fires and determine cause and origin. Supervise maintenance of vehicles and equipment and the testing of hose and pumps. Supervise and develop fire ground tactics in emergencies. Develop maps and hydrant locations for fire department use and keep updated. Maintain statistical information regarding department; develop department budget and review with actual expenditures at least quarterly. File monthly reports with Council, Mayor and City Administrator. Develop and provide fire safety instructions for school presentations and others. Establish/maintain equipment history logs; maintain records/history as required for ISO inspections and reviews.

Qualifications:

Have Captain/Fire Officer II certification; have completed at least 120 hours of training in the last year; have good working knowledge of streets and hydrant locations in the City of Nicholls; have a valid Georgia class 5 or equivalent driver's license; pass written and oral tests as required, have demonstrated the skills and knowledge set forth in NFPA 1021. Supervisory ability.

Working Conditions:

On call for emergencies at all times and office work along with working in adverse and stressful conditions.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

