

**TOWN OF WISE**  
**JOB DESCRIPTION (Tentative)**

**JOB TITLE:** Fire Chief

**DEPARTMENT:** Administration

**DATE:** April, 2024

**FSLA CLASSIFICATION:** Exempt – Salaried

**PRIMARY FUNCTION:** To perform administrative duties and direct emergency responses for the volunteer fire department under the direction of the Town Council.

**JOB DUTIES AND RESPONSIBILITIES:** This job description lists only the usual major job duties normally assigned to the employee, but does not restrict the performance of other duties as assigned.

1. Directs and coordinates emergency responses to situations involving the Wise Volunteer Fire Department.
2. Accurately reports fire response calls into the National Fire Incident Response System (NFIRS) in a timely manner.
3. Creates an annual operational budget and establishes a Capital Improvements Plan to include capital projects and purchases.
4. Reviews Purchase Orders for all Purchases from Town Fire Department Budget.
5. Performs/Reviews bookkeeping and monthly income/expense reports of the Wise Volunteer Fire Department and Volunteer Bingo Dept.
6. Performs Insurance Billing.
7. Explores all funding options to include grant funding, billing, Bingo Building rental, etc.
8. Implements a Critical Infrastructure Preplan for Emergency Responses.
9. Coordinates with the Wise County Emergency Operations Plan in the event of an emergency.
10. Ensures that the Wise Volunteer Fire Department is properly equipped and capable of responding to any and all emergency incidents by following the National Fire Protection Association (NFPA) guidelines.

11. Attends State and Regional meetings and classes with VDEM, VDFP, VDOF, VAOEMS, and FEMA.
12. Attends the Wise County Fire and Rescue Association Meetings.
13. Develops a Mass Casualty Incident Plan with all Wise County agencies.
14. Appoints Fire Department Officers for Fire Command and Business operations.
15. Evaluates and Implements Volunteer Recruitment and Retention Practices.
16. Reviews and Updates Wise Volunteer Fire Department By-laws as needed.
17. Attends Wise Town Council and Wise County Board of Supervisors' meetings.
18. Performs weekly assessments, inspections, and maintenance of buildings and grounds, firefighter gear, electronic equipment, firefighting equipment, trucks and vehicles, medical and emergency response equipment.
19. Conducts weekly/monthly meetings with Volunteer Fire Department Treasurer and Secretary to transact the business responsibilities of the Volunteer Bingo Department.
20. Communicates and coordinates with fire chiefs and rescue captains of Wise County for the betterment of mutual aid relations and work group ideas and solutions.
21. Establishes subjects for and participates in weekly training drills with all volunteer officers and firefighters.
22. Performs monthly maintenance inspections and inventory of all equipment carried on each apparatus.
23. Reviews and implements any new federal or state statutes affecting the volunteer fire department members.
24. Applies for and administers federal, state and local grants available to the Wise Volunteer Fire Department.
25. Performs annual inspections as required.
26. Other training, health and fitness activities as necessary.
27. Community Engagement and Education activities.
28. Other duties as assigned by Council.

## **INCIDENT RESPONSE DUTIES:**

1. The chief shall be available seven days per week, 24 hours per day unless on sick leave or schedule time off, in which case the designated highest ranking fire officer will be in charge of all incidents.
2. Respond to all incidents when dispatched or called for an emergency without regard to weather, time of day, severity or size of incident unless the severity of the incident is beyond the scope of the volunteer fire department capabilities.
3. Determines the emergency type, size and resources needed to respond.
4. Requests mutual-aid response from appropriate emergency agencies depending on type of emergency.
5. Requests the Emergency Operations Center (EOC) to be activated for large incidents.
6. On-scene, the chief shall establish incident command and location, performing a 360 size-up and communicate to Wise County Dispatch and responding agencies of the current situation and needs upon arrival as well as additional resources that may be necessary.
7. Assessment of any and all people affected by emergency and severity of harm. Establish a safe zone.
8. Identify any hazards that would prevent or hinder emergency personnel from completing assigned tasks.
9. Develop action plans, assign tasks, monitor tactics for effectiveness of controlling emergency, close out scene, post incident review.

## **WISE REGIONAL TRAINING CENTER**

The Wise Volunteer Fire Department is responsible for the management of this facility with funding provided by the Aid to Localities. This includes many duties to keep the facility in service and maintained to Virginia Department of Fire Programs requirements.

### **General Duties include:**

1. Grounds maintenance – mowing, weed eating, gravel upkeep
2. Building maintenance – interior and exterior cleaning, equipment, painting, upkeep of classrooms, restrooms, and rehab building, inventory and supply of needed medical supplies and necessary equipment.

3. Maintenance for the Live Fire Training, structure and computer monitoring, equipment including sensors and dedicated training props mandated by NFPA 1403 Compliance for Live Fire Training Structures.
4. Maintenance of the six-story training tower for multiple training classes involving rope and rescue certifications.
5. Coordinate with multiple county Police, Fire and Rescue Agencies for scheduling training sessions.
6. Ensuring all rules are obeyed and required student attendance forms are completed for safety and compliance with Virginia Department of Fire Programs.
7. Complete a quarterly assessment of the buildings and grounds for any issues or needed repairs.

**EQUIPMENT USED:** Various types of fire-fighting equipment and apparatus, fire trucks, radio, general office equipment to include computer, copier, telephone.

**ABILITIES AND SKILLS:** Ability to communicate well orally and in writing with other town personnel, citizens, dispatchers, and other emergency responders is critical. Ability to assess and react to emergencies quickly, effectively and safely is critical. Ability to remain calm and create calm in chaotic and challenging situations is necessary. Ability to understand computer programs, perform financial analyses, and administer the day-to-day business operations of the Wise Volunteer Fire Department is necessary. Independent decision making is important. Decisions involved in fire-fighting activities may be health and/or life threatening. Ability to cope with a variety of crisis and non-crisis situations logically, firmly, courteously, and tactfully is required.

**SAFETY HAZARDS:** The emergency work environment exposes the fire chief to potentially dangerous situations, requiring the chief to exercise normal safety practices. Safety hazards include extreme heat, smoke, fire, dust, falling debris, flammable substances, fire-fighting chemicals, working at heights in various weather conditions. This position can be a high stress position during emergency situations.

**PHYSICAL EFFORT:** Physical effort of this position in terms of office work is limited to that required for the operation of general office equipment and lifting of office supplies and involves long periods of sitting at a desk. Physical effort for fire-fighting requires extensive physical strength and agility. Bending stooping, reaching, walking, climbing, lifting, pushing, pulling and carrying in excess of 50

pounds are all common requirements of this position. Depth perception, peripheral vision, and fine vision are also required due to the fact that in many emergency situations visibility may be lessened due to smoke, etc.

**Regular work attendance is critical and overtime work can be expected in response to emergencies.**

**EDUCATION AND JOB KNOWLEDGE REQUIREMENTS:**

- High school education or equivalent is required.
- Extensive background and training in all phases of fire suppression and public safety is required.
- A minimum of five years' experience in supervision of fire personnel is required.
- Possession of a valid Virginia Vehicle Operator's License is required.