



Fire Operations Officer

Fire

Updated 3.2020

JOB SUMMARY

Coordinates and plans day-to-day department operations and assists the Fire Chief in managing the programs and services of the department

MAJOR DUTIES

- Plans and coordinates department operations, including day-to-day operations, training and public service events.
- Assists the Fire Chief in the development and management of annual budgets.
- Develops and evaluates standard operating procedures for effectiveness and efficiency.
- Directs the maintenance of department vehicles, apparatus, buildings and equipment.
- Provides customer service to the general public.
- Maintains administrative, suppression and training records for the department.
- Manages department inventories.
- Participates in the development and administration of department goals and objectives.
- Assists in coordinating and administering the employee selection and promotion process.
- Responds to after-hours emergencies.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of effective and result-oriented management principles and practices.
- Knowledge of applicable laws, codes, regulations, policies and procedures.
- Knowledge of fire service administration principles and practices.
- Knowledge of budget development and management principles.
- Knowledge of computers and job related software programs.
- Skill in the effective communication of ideas through oral and written communications.
- Skill in short- and long-range strategic planning.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.

SUPERVISORY CONTROLS

The Fire Chief assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include relevant national, state and local laws; generally accepted accounting principles; Georgia Firefighters Standards and Training Council guidelines; and National Fire Protection Association standards. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and administrative duties. Strict standards and guidelines contribute to the complexity of the position.

- The purpose of this position is to assist the Fire Chief in directing the operations of the department. Success in this position contributes efficiency and effectiveness of department operations and to the safety of city residents and visitors.

CONTACTS

- Contacts are typically with co-workers, other city employees, vendors, contractors, representatives of civic organizations, representatives of professional agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and distinguishes between shades of color.
- The work is typically performed in an office, firehouse, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, and gloves and of specialized fire equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- High School diploma or GED and Associates Degree in a course of study related to the occupational field. Bachelor's degree in related occupations field preferred.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three to five years of experience at the level of Lieutenant or above.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act.