



**CARROLL COUNTY JOB VACANCY**

<b>POSITION:</b>	<b>DIVISION CHIEF</b>
<b>DEPARTMENT:</b>	<b>FIRE RESCUE</b>
<b>REPORTS TO:</b>	<b>DEPUTY CHIEF</b>

The purpose of this job is to manage emergency personnel and resources under the general supervision of the Deputy Chief. Division Chiefs are generally assigned to one of three shifts working a 24-hour shift with direct supervision of Battalion Chiefs and in-direct supervision of all other personnel on the assigned shift. Duties include, but are not limited to: coordinating physical and human resources as required for emergency preparedness and response, ensuring training and readiness of all personnel and equipment in assigned shift, commanding and controlling on scene of major incidents, and performing other responsibilities as assigned by the Deputy Chief and/or Fire Chief.

This position is a full-time position. By signing the job description, the employee agrees and understands that this position is covered by Civil Service. This position will be eligible for standard benefits such as health / life insurance, annual leave, sick leave, participation in the County's retirement program, etc. afforded to County employees who meet the minimum full-time employee requirements as outlined in the County's Employee Benefit Guide.

**The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. In order to qualify, applicants should possess the following knowledge, skills, and abilities to:**

- Manage all aspects of assigned shift including operations, special teams, personnel, and equipment at all times.
- Serve as Duty Officer / Officer in Charge of assigned shift.
- Maintain operational readiness by properly maintaining minimal levels within all County career staffed positions.
- Responsible for operation, inspection, and maintenance of all department buildings, apparatus, and equipment.
- Support and assist departmental Training and Safety Division; participate in planning and implementation of training programs.
- Reviews all reports for accuracy and takes appropriate action to correct mistakes.
- Responsible as the primary communication conduit between headquarters and shift personnel.
- Conduct investigations into accidents or incidents involving department equipment or injury to fire department personnel.
- Assist the Fire Chief and Deputy Chief in the planning, development, and management of programs and services provided by the Fire Department.
- Assist the Fire Chief and Deputy Chief in the developing and implementing departmental priorities, goals, and SOGs.
- Completes evaluations on assigned personnel and has the authority to issue verbal and written reprimands; and provides input to superior officers regarding adverse disciplinary action.
- Reviews all reports for accuracy and takes appropriate action to correct mistakes.
- Make use of the department's chain of command.
- Serve as Incident Commander at all significant incidents until relieved by the senior officer.
- Operate an emergency vehicle to emergencies in a safe and effective manner.
- Respond to emergency calls and alarms as outlined in SOGs.
- Operate computers, radios, and other communication equipment.
- Present community programs on safety, medical, hazardous materials, fire prevention, and related topics.
- Respond to questions, complaints, and requests for information by telephone, in person, or by mail from citizens, employees, department heads, etc.
- Serve as liaison with other county, municipal, or civic organizations.
- Participate in assessment and promotional testing for fire service positions and new hire process.
- Must be able to drive and operate all of the department's apparatus; to legally drive ALL the department's apparatus, a Class E (preferred) or Class A Commercial Driver's License is required.
- Attends departmental and station meetings.
- Perform work in a hazardous and dangerous environment.
- Perform other duties as required.
- Perform the duties of subordinates as required.

**Preferred Education and Experience:** High School Diploma (or GED) required. Must possess a valid Georgia Driver's license (Class E (preferred) or higher) and maintain a satisfactory driving record (MVR). Combination of ten (10) years of career employment in the fire service and verifiable supervisory experience as a Fire Officer or a Chief Officer. Specialty certifications as outlined in departmental guidelines.

**(ADA) MINIMUM PHYSICAL QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:** Must be physically able to operate a variety of firefighting and mechanics tools. Must be able to meet the current requirements set forth by the Georgia Firefighter Standards and Training Act. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to one hundred (100) pounds of force occasionally, and/or up to twenty (20) pounds of force frequently. Physical demand requirements are at levels of those for physically hard work. Must be able to lift and/or carry weight of over one hundred (100) pounds. Must possess the ability to smell.

**SALARY: Commensurate with experience**

**DEADLINE FOR SUBMITTING APPLICATIONS: March 15, 2024**

**A resume is REQUIRED to be submitted with a completed application.**

Applicants must pass a **physical, drug-screen**, and **criminal background check** prior to employment. Applications are available to print or complete electronically on the Carroll County website: < [www.carrollcountyga.com](http://www.carrollcountyga.com) >.

Send resume and completed application to:  
Carroll County Board of Commissioners, **Human Resources Department**, PO Box 338, Carrollton, Georgia 30112  
(Fax 678.390.6245) (Phone 770.830.5817)

**Carroll County is an Equal Opportunity Employer**