



Taylors Bridge Fire Department, Inc.  
Standard Operating Guidelines

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Date: **01/01/05**  
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## Fire Chief

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### Revisions & Effective Date

Letter	Description	Date	Prepared
A	New	01/01/2005	TAB

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<b>Approved By:</b> Keith Powell	<b>Title:</b> Chairman Standards Committee	<b>Date:</b> 07/01/2005
<b>Approved By:</b> Teddy Booth	<b>Title:</b> Fire Chief Taylors Bridge Fire Dept	<b>Date:</b> 07/01/2005



## 1.0 Purpose

- 1.1. Plans, organizes, directs and implements fire prevention and suppression services to prevent or minimize the loss of life and property by fire.

## 2.0 Supervision Received

- 2.1. Works under the general guidance and direction of the Taylors Bridge Fire Department, Inc. Board of Directors.

## 3.0 Supervision Exercised

- 3.1. Supervises the department staff, officers and firefighters through subordinate officers.

## 4.0 Essential Duties & Responsibilities

- 4.1. Plans, coordinates, supervise and evaluate Fire operations.
- 4.2. Directs training of personnel and administers laws and regulations affecting department.
- 4.3. Evaluates fire prevention and fire control policies by keeping abreast of new methods and conducting studies of departmental operations. Plans and implements methods for improving efficiency of department.
- 4.4. Assumes command at multiple-alarm fires.
- 4.5. Coordinates mutual fire protection plans with surrounding departments and county.
- 4.6. Surveys buildings, grounds, and equipment to estimate needs of department and prepare departmental budget.
- 4.7. Confers with officials and community groups and conducts public relations campaigns to present need for changes in laws and policies and to encourage fire prevention.
- 4.8. Responds to major fire calls and directs firefighting activities through subordinate officers.
- 4.9. Supervises and coordinates the development of departmental budget.



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- 4.10. Develops specifications for new equipment and recommends equipment improvements.
- 4.11. Exercises purchasing and budgetary control.
- 4.12. Prepares annual report and other reports as necessary.
- 4.13. Provides for personnel recruitment, selection, and training.
- 4.14. Attends conferences, conventions, and seminars to stay abreast of modern technology.
- 4.15. Directs, through subordinate officers, the enforcement of life and fire safety codes.
- 4.16. Maintains effective working relationships with civic and general public groups, elected officials, other County Departments and State Agencies.
- 4.17. May investigate causes of fires and inspect buildings for fire hazards.
- 4.18. Plans and implements Fire programs for the district to implement policies and goals of the Board of Directors and Fire Department.
- 4.19. Directs the operation of departmental in service training activities.
- 4.20. Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

## 5.0 Peripheral Duties

- 5.1. Attends conferences and meetings to keep abreast of current trends in the field.
- 5.2. Represents the Fire Department in a variety of local, county, state and other meetings.
- 5.3. Performs the duties of command.
- 5.4. Performs other related duties as required.



## 6.0 Desired Minimum Qualifications

### 6.1. Education and Experience:

- 6.1.1. High School Diploma or GED equivalent.
- 6.1.2. Ten (10) years of fire management experience, three (3) years of which must have been equivalent to Assistant or Deputy Chief and/or
- 6.1.3. Ten (10) years of fire management experience, five (5) years of which must have been equivalent to fire Captain, Safety Officer or higher; and
- 6.1.4. Completion of the Firefighter I and II, and
- 6.1.5. Any equivalent combination of education and experience.

### 6.2. Necessary Knowledge, Skills and Abilities:

- 6.2.1. Thorough knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
- 6.2.2. Working knowledge of first aid and resuscitation techniques and their application.
- 6.2.3. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- 6.2.4. Skill in the operation of the listed tools and equipment.
- 6.2.5. Ability to train and supervise subordinate personnel.
- 6.2.6. Ability to perform work requiring good physical condition.
- 6.2.7. Ability to communicate effectively orally and in writing.
- 6.2.8. Ability to exercise sound judgment in evaluating situations and in making decisions.
- 6.2.9. Ability to establish and maintain effective working relationships with other firefighters, officers, other emergency agencies and general public.
- 6.2.10. Ability to meet the special requirements listed below.

## 7.0 Special Requirements

- 7.1. Must possess, or be able to obtain, a valid North Carolina Driver's License.
- 7.2. Required to complete Incident Command System (ICS) training every three (3) years.
- 7.3. Must obtain Emergency Vehicle Driving (EVD) certification and continue certification every three (3) years.
- 7.4. Must complete Rescue Technician (RT) within three (3) years of elected date.
- 7.5. Ability to meet Departmental physical standards.



## 8.0 Tools & Equipment Used

- 8.1. Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

## 9.0 Physical Demands & Work Environment

- 9.1. *The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*
- 9.2. While performing the duties of this job, the Fire Chief is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- 9.3. The Fire Chief is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- 9.4. The Fire Chief must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- 9.5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- 9.6. While performing the duties of this job, the Fire Chief occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- 9.7. The noise level in the work environment is moderate in office settings, and loud at an emergency scene.
- 9.8. *The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*



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- 9.9. *The job description does not constitute an agreement between the Fire Department and Fire Chief and is subject to changed by the Taylors Bridge Fire Department as the needs of the Fire Department and requirements of the job change.*