



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### DIRECTOR OF FIRE AND EMERGENCY MEDICAL SERVICES

FLSA Status: *Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs complex professional level work requiring judgment and high levels of communication and human relations skills. The job manages and directs the work activities of the Prince George Fire & EMS Department and is the head of the coordinated Fire and EMS System as established pursuant to Virginia Code §27-6.1 Et. Seq. and County Code §42-1.1 Et. Seq. Accordingly, the job coordinates the activities of the five volunteer companies to achieve an integrated and effective fire, natural disaster, hazardous materials and emergency medical services system within the County. The job involves both office and field work and may be called upon to perform work 365 days a year at any time during the day or night. The Director of Fire and Emergency Medical Services is appointed by the County Administrator and reports directly to the County Administrator.

This is light work requiring the exertion of up to 50 pounds of force occasionally; work requires fingering, grasping, and repetitive motions; vocation communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may be subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus; may be exposed to bloodborne pathogens.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Plans, organizes and directs the operation of the career EMS providers and Department Volunteers within the coordinated emergency response system with the combined volunteer companies. The Fire Director plans and organizes the overall role of the volunteer fire departments to deliver fire suppression, emergency medical services and other emergency services for the County within an integrated County system as provided by State law. The Director manages emergency planning for all man-made and natural disasters and coordinates disaster and hazardous materials responses.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Provides oversight and management of the coordinated system's functions;

Develops strategies in collaboration with the Prince George Fire and Emergency Medical Services Board (PGFEMS), to retain and expand the volunteer system-wide;

Develops policies, in consultation with the PGFEMS Board, of system-wide policies that are essential to the effective and fair provision of high-quality services such as:

- i. Standard operating guidelines for the system's delivery of fire, rescue, and emergency medical services;
- ii. System performance standards, such as minimum staffing and response goals;
- iii. Seamless command structure and incident command system that complies with federal and state incident management standards;
- iv. Minimum personnel, training, licensure, and reporting requirements and the delivery of high-quality fire and emergency services;
- v. System fleet size, deployment, and functions;
- vi. Minimum standards regarding apparatus and equipment;
- vii. System funding by the county including volunteer companies and monitoring and controlling system volunteer and county budgets and expenditures;
- viii. A process for setting and maintaining first due areas, response district and apparatus response orders;
- ix. Development of a plan for construction and maintenance of stations and substations with the county; and
- x. Mutual aid and cooperative agreements.

Makes day-to-day operations decisions necessary for an effective coordinated system on matters not addressed by system-wide policies;

Serves as the chairman of the PGFEMS Board;

Provides general management, planning, preparation, response and recovery for any disaster relating to fires, hazardous materials, natural or man-made events, weather or emergency medical services;

Assumes responsibility to carry out agreements for mutual aid, disaster preparedness and the provision of services related to hazardous materials, rescues, fire suppression, investigation, medical services or other emergency response services;  
Exercises all powers authorized by state law as necessary for the provision of coordinated Fire and Emergency Medical Services;  
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;  
Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of fire, EMS, emergency management and disaster planning management; extensive knowledge of laws and regulations controlling fire, EMS and emergency management; proven management and administrative skills; ability to lead, direct and manage the activities of volunteer and career personnel; ability to establish and maintain productive and harmonious working relationships with volunteers, career personnel, government officials and the public; ability to prepare technical and informative reports and present complex information to varied audiences; and, ability to exercise sound judgment and discretion in emergency situations.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in a field related to the Department and extensive experience in fire, emergency services and/or emergency medical services, with extensive management experience.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia, current certification as Emergency Manager by the Virginia Department of Emergency Management or current Certified Emergency Manager (CEM) certification by the International Association of Emergency Management; certification as EMT/Paramedic; certification as Hazardous Materials Technician; certification as Fire Officer II; certification as Fire Instructor II; and certification as an Emergency Vehicle Operator; or, ability to obtain certifications within six months of employment. Must pass a DMV record check.