

## **DIRECTOR OF PUBLIC SAFETY**

### **GENERAL DEFINITION**

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Performs complex administrative work in developing, directing, and implementing a comprehensive Public Safety program for the County as well as acting as an incident commander and emergency operations group chief as needed.

### **ORGANIZATIONAL RELATIONSHIP**

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The Director shall oversee the County's Fire, EMS, Fire Marshal's office and Animal Control and coordinates programming and services with volunteer units of fire and rescue throughout the County. Additionally, the position will serve as the County's Fire Chief and Emergency Services Coordinator. Work is performed under the general supervision of the Assistant County Administrator or designee.

### **TYPICAL TASKS**

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- Serves as the Fire Chief and EMS Director for the County in order to provide these essential functions County wide;
- Develops and directs an overall set of goals and objectives for a total Public Safety program including fire, rescue, emergency management, and Animal Control;
- Serves as a member of the Local Emergency Planning Committee;
- Develops policies and procedures for the administration of the overall Public Safety program and upon adoption by the local governing body, carries out the policies and procedures;
- Prepares and manages the operational and capital outlay budgets for the Public Safety program;
- Ensures the development and implementation of a comprehensive plan for recruiting and maintaining volunteer personnel;
- Ensures the maintenance and update of the County Emergency Operations Plan;
- Ensures the development and maintenance of the County Hazardous Materials Contingency Plan;
- Coordinates and makes appropriate recommendations concerning hazardous materials planning within the County;
- Provides a clearinghouse to coordinate Public Safety activities in the County including the provision of training and development of standards for the purchase of Public Safety supplies and vehicles/apparatus;
- Makes recommendations to the Board of Supervisors for the improvement of emergency management, fire and rescue services, communications and other activities related to the Public Safety program;
- Responsible for Fire Marshal's office;
- Responsible for Environmental Crime investigations.
- Ensures the maintenance of appropriate reports and records as required by the County, State, and Federal authorities;
- Prepares and administers grants;
- Represents the County in job-related regional associations;
- Maintains appropriate liaison with volunteer units;
- Serves as needed as Emergency Incident Commander and Operations Group Chief;
- Performs other duties as may be assigned.

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

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A comprehensive knowledge of all aspects of Public Safety operations; advanced managerial and exceptional public relations skills; ability to maintain accurate records and develop well articulated reports; financial and budget preparation experience; ability to interact with, motivate, and coordinate volunteer personnel; maintain an effective working relationship with Public Safety personnel as well as law enforcement, other County department heads, and community leaders. Must have an extensive background in Fire, EMS, and Emergency Management including volunteer experience in these areas; must have working knowledge of Governmental Budgeting; must be able to perform public speaking; must have a working knowledge of computers including but not limited to Word, Excel, etc.; must be willing to gain knowledge in Environmental Laws; must have a working knowledge of EMS Rules and Regulations; a working knowledge of Animal Control enforcement and law enforcement desired; must have a knowledge of emergency management; ability to utilize office software and email.

## **TRAINING, EDUCATION AND EXPERIENCE**

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A four year degree or equivalent in Public Administration, Fire Science, Business Administration, or related advanced education in the Fire and Rescue field; experience in Hazardous Materials with successful completion of Hazardous Materials Operations; extensive experience in fire and rescue operations and incident command is required; considerable experience in management including report and grant writing; familiarity with NFPA and OSHA codes and guidelines in reference to fire and rescue operations and personnel; education and experience with FEMA regulations and programs preferred; working experience with rescue and fire apparatus specifications in addition to general municipal bid and procurement procedures is highly desired. Supervisory experience required.

## **SPECIAL REQUIREMENTS AND RELATED OBLIGATIONS**

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Minimum of EMT-Intermediate or Cardiac Tech  
Fire fighter II  
Emergency Vehicle Operator  
Incident Command  
Firefighter Safety  
Vehicle Extrication  
Must have working knowledge of Rope, Trench and Confined Space Rescue  
Experience in Emergency Management required  
Must be able to use a respirator and Self Contained Breathing Apparatus

Position requires working hours outside the normal 8 to 5 work day.

The successful applicant will possess and maintain a valid Virginia Motor Vehicle Operator's License.  
Note: Applicant must have and maintain a driving record acceptable to Franklin County and its insurance carrier(s).

## **PHYSICAL DEMANDS**

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Individual must be able to work in stressful, demanding and hazardous environments. Individual must be able to perform work while wearing a respirator. Work requires climbing ladders, bending, stooping, and crawling. Individual must be able to lift more than 50 lbs on a regular basis.

## **WORK ENVIRONMENT**

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Individual must be able to perform work in all types of hazardous environments including but not limited to natural, man-made and environments that are immediately dangerous to life and health (IDLH). Individual must be able to work in law enforcement situations.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

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Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Franklin County will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with the employer.

## **ADDITIONAL INFORMATION**

**Salary:** \$84,600-\$109,980 Annually and is determined by past experience (This is in the Min-Midpoint range and we can accommodate higher if permitted)

**Job type:** Full-Time

**Department:** Public Safety

**Closing Date:** Continuous – Open until filled

**Location:** Rocky Mount, VA

**FLSA:** Exempt

<https://mss.franklincountyva.gov/ess/EmploymentOpportunities/JobDetail.aspx?req=462&sreq=1&form=C001&desc=DIRECTOR%20PUBLIC%20SAFETY> for more information.

### **Benefits:**

- Health, Dental and Vision Insurance
- Paid Holidays
- Vacation and Sick Leave
- Voluntary/Employee Paid Payroll Deducted Benefits – UNUM
- Supplemental Life Insurance – Optional Group Life Insurance – Minnesota Life through VRS
- Life Insurance
- Flexible Spending Account
- Health Savings Account
- YMCA Membership
- Virginia Retirement System
- Deferred Compensation Plan through MissionSquare
- Employee Assistance Program

**Agency:** Franklin County

**Address:** 1488 Franklin St, Rocky Mount, VA 24151

**Phone:** (540) 483-3091

**Website:** <https://www.fcpublicsafety.com/788/Public-Safety>