

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.*

## Division Chief of Professional Standards

**Department:** Fire  
**Pay Grade:** FS8  
**FLSA Status:** Exempt  
**Job Code:** FR72

### JOB SUMMARY

The Division Chief of Professional Standards is a key leadership role within the Roswell Fire Department. This position involves supervisory, managerial, leadership, and administrative responsibilities. The primary duties include overseeing the Professional Standards Division, including fire department training, policies and mandates, and managing human resources functions such as recruitment, hiring, promotional processes, and health and safety. The Division Chief of Professional Standards works closely with the other divisions to ensure smooth departmental operations and reports directly to the Deputy Fire Chief or Fire Chief.

### ESSENTIAL JOB DUTIES

- Oversee the Professional Standards Division, including budgeting, performance management, and aligning operations with strategic goals.
- Foster a positive, solutions-oriented work culture that encourages innovation, diverse perspectives, and individual development.
- Provide clear communication, leadership, and expectations to department personnel.
- Support transparent decision-making and ensure compliance with National Fire Protection Association (NFPA) guidelines, Occupational Safety and Health Administration (OSHA) regulations, and state and local laws.
- Oversee the Department's wellness, health and safety programs, including physicals, FMLA, workers' compensation, return-to-work procedures, and the safety and health committee.
- Direct the annual training program's development, administration, and evaluation, ensuring compliance with Insurance Services Office (ISO) standards.
- Manage the procurement, maintenance, and accountability of training equipment.
- Liaise with Human Resources and oversee hiring, promotional processes, and personnel performance management, ensuring effective, non-discriminatory exams and evaluation processes.
- Coordinate onboarding, training, and evaluation programs, including external training opportunities like the National Fire Academy.
- Supervise personnel scheduling for light-duty assignments and manage work schedules.
- Respond to public inquiries and complaints regarding personnel conduct.

- Ensure the Department maintains current Standard Operating Procedures (SOPs) that comply with all relevant industry standards, laws, and regulations.
- Represent the Department at professional meetings and collaborate with City departments and outside agencies.
- Serve as a Fire Chief's Command Staff member and may act as Deputy Chief in their absence.
- Participate in on-call rotations, respond to incidents, and act as Public Information Officer (PIO).
- Participates in City emergency management functions.
- Performs other duties as assigned to support departmental objectives.

This position requires the employee to work as directed during undeclared and declared emergencies. The employee may be recalled around the clock for emergency response operations, necessitating irregular work hours, work at alternative locations, and duties beyond those outlined in the official job description.

#### **MINIMUM QUALIFICATIONS**

- Requires an Associate's Degree in Fire Science, Public Administration, or a related field from an accredited institution; Five (5) years of experience with three years of supervisory experience and responsible administrative and operational experience in managing a major division within a career City or County Fire Department of similar size and composition or equivalent combination of education, training, and experience.
- Preferred: Bachelor's degree and one year of active experience as a Chief Officer at Roswell Fire Department or within the last three years from another progressive, career City or County Fire Department of similar size and composition.

#### **Licenses or Certifications:**

- Obtain Blue Card Incident Command certification within six months of hire.
- Obtain Fire Officer III certification within six months of hire, as outlined in the National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications.
- Complete Incident Command System (ICS) Courses 100, 200, 300, 400, 700, and 800 within six months of hire.
- Must hold Certified Firefighter status in the State of Georgia or possess an NPQ I or II Certification (Must obtain State of Georgia Firefighter Certification within six months of hire).
- State of Georgia or National Registry EMT Certification is required, with a preference for Paramedic certification (Must obtain State of Georgia Certification within six months of hire).
- Meet and maintain current requirements outlined by the Georgia Firefighter Standards and Training Act.
- Preferred certifications: Chief Fire Officer (CFO) designation and Executive Fire Officer (EFO) Certification.

**Additional Requirements:**

- A comprehensive background investigation is required, including a local, state, and federal criminal history check, financial background check, and sex offender registry check.
- Satisfactory results from a high-risk medical evaluation and pre-employment substance abuse testing are required, with the possibility of random controlled substance testing.
- Must meet minimum physical agility requirements established by the Georgia Firefighters Standards and Training Council and minimum medical fitness requirements of NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.
- Must possess or be able to readily obtain a valid driver's license issued by the State of Georgia within three months of being hired, with a satisfactory motor vehicle record (MVR).

**Knowledge, Skills, and Abilities:**

- Understanding of local government organizations, including roles and responsibilities of various departments, agencies, and external organizations relevant to fire service and public safety.
- In-depth knowledge of various fire department models, functions, and relationships between divisions such as Administration, Operations, Training, Fire Prevention, Public Safety Education, E911 Dispatch Centers, and Emergency Management Agencies.
- Familiarity with firefighter health and safety, modern firefighting and EMS techniques, methods, and practices.
- Proficiency in learning, comprehending, and applying all relevant City and departmental policies, practices, and procedures.
- Knowledge of policy development and implementation, project management, and strategic planning.
- Understand the rules and regulations governing the fire department, including relevant standards, laws, and ordinances such as the National Fire Protection Association, Insurance Services Office, Fair Labor Standards Act, Family and Medical Leave Act, Occupational Safety and Health Administration, and governmental accounting and finance practices.
- Familiarity with staffing, training, payroll, and human resources management software programs.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies, and methods to meet unique or unusual conditions.
- Skilled in analyzing data to modify policies or strategies within organizational theories and management principles.
- Proficiency in evaluating, auditing, and assessing data using established criteria, including exercising discretion in decision-making.
- Ability to plan, assign, supervise, and review the work of designated staff.
- Proficiency in Microsoft Word, Excel, PowerPoint, email software, and other relevant computer programs, including project management tools, artificial intelligence applications, and modern technologies that support innovation and operational efficiency.

- Effective verbal and written communication skills, using multimedia tools to prepare clear and concise reports.
- Ability to effectively lead a progressive public safety division and facilitate alignment of all operations with the organization's strategic direction.
- Capability of exercising judgment, decisiveness, and creativity in complex, non-measurable situations.
- Ability to communicate effectively under pressure and make quick decisions as disasters change and develop.
- Proficiency in managing emergencies using the National Incident Management System (NIMS).
- Ability to provide effective and constructive communication, articulate strategic and innovative thinking, and deliver superior services. Human resource management.
- Collaborative mindset, with the ability to build upon ideas and champion a culture of innovation, accountability, and diversity.
- Ability to exercise influence principles such as motivation, incentive, and leadership and exercise independent judgment in problem-solving.
- Ability to speak in public and present to City Council, fire personnel, citizens, and civic and governmental organizations. Strategic planning.

#### **PHYSICAL DEMANDS**

The work involves light physical exertion, typically requiring some combination of stooping, kneeling, crouching, and crawling. It may also involve lifting, carrying, pushing, and pulling objects and materials weighing 12-20 pounds. Tasks may require extended periods at a keyboard or workstation. The ability to perceive and discriminate colors or shades, sounds, odor, depth, texture, and visual cues or signals is also necessary. Some tasks also require oral communication skills.

#### **WORK ENVIRONMENT**

Work is typically conducted in environments free from adverse conditions. However, the performance of fire suppression functions may involve exposure to various adverse environmental conditions, including but not limited to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature extremes, noise, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife encounters, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or encounters with rude/irate individuals.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*