

Isle of Palms Fire Chief



The City of Isle of Palms is seeking an accomplished professional to serve as Fire Chief.

Unique Employment Opportunity!

The City is looking for a visionary Fire Chief.

The ideal candidate has experience developing team members while developing and executing strategies to meet future needs, demands, and challenges.

The Isle of Palms Community

The City of Isle of Palms is a seven-mile-long barrier island located eight miles east of Charleston on the South Carolina coast. In 1953 the island was incorporated as the City of Isle of Palms by an Act of the South Carolina Legislature. The City has a Council form of government with a Mayor and eight City Council members, each elected to four-year terms. All policy and legislative decisions are the responsibility of the Council. The City employs a City Administrator to manage its daily affairs and carry out the policies of the Council.

The City of Isle of Palms is 15 minutes away from the City of Charleston which has been voted the #1 Vacation spot by Conde Nast in the last ten years. The Isle of Palms, designated the safest city in South Carolina, has one of the most family-friendly beaches in the country. The barrier island stretches across seven miles of shoreline and lies on a narrow strip of land hugging the beach and it is separated from the mainland by the Intracoastal Waterway and salt marshes.

The year-round population is approximately 5,000 with an influx of day visitors and vacationers reaching upwards of 50,000 during the peak season. The City is a great place to raise a family and is also considered a retirement destination.

Single family residences on the Isle of Palms range from less than 1,000 square feet (pre-Hugo) to over 8,600 square feet. There are also many multi-level condominiums throughout the island.

The community is comprised of year-round residents and vacation homeowners. The City's population grows significantly during the summer season as daily visitors and vacationers choose the Isle of Palms as their vacation destination. With this growth comes unique challenges and opportunities for the Isle of Palms Fire Department as it meets the public safety needs of our community.

The City has a small centralized commercial district that includes family restaurants, shops, boutique hotels, grocery store and pharmacy serving full-time residents and visitors year-round. A city-owned (but privately managed) marina offers public access to a variety of water sports and activities.

The City currently employs 91 regular full-time employees, plus part-time and seasonal employees. The City has 6 departments: General Government (Municipal Court, Finance & Human Resources), Recreation, Public Works, Building, Planning & Zoning, Police and Fire.

Our Fire Department

The Isle of Palms Fire Department was established in 1952 and is dedicated to excellent public service to our community. The Isle of Palms Fire Department consists of thirty (33) full-time positions including one (1) Fire Chief, one (1) Training Officer, one (1) Fire Inspector, one (1) part-time Administrative Assistant, three (3) Battalion Chiefs, three (3) Captains, twelve (12) Engineers, twelve (12) Firefighters, three (3) part-time positions and up to three (3) support volunteers.

The Department maintains equipment to a high standard. The Department's equipment currently consists of (1) 2009 E-1 Rescue Pumper (1) 2003 E-1 95' Platform refurbished in 2020, (1) 2020 E-1 75' Aerial, (1) 2003 E-1 Rescue Pumper, (1) 1999 E-1 Ladder Service Vehicle, (4) boats, (2) Sea Doo personal watercrafts, (3) ATVs, and (4) 4x4 pickup trucks.

The department responds to a wide variety of emergencies including, but not limited to structure fires, brush fires, car fires, boat fires and other marine emergencies, hazmat calls, vehicle accidents, medical calls, and searches for missing people, animal rescues, water rescues in the Atlantic Ocean, Intracoastal Waterway and surrounding bodies of water. The department responds to two neighboring unincorporated islands, (Goat Island and Dewees Island) when resources are available to do so.



The City's Fire Department personnel have a very high save rate during emergency responses. Most of the saves have been near drownings and serious medical emergencies, including cardiac arrests. The department's average response time is less than three (3) minutes. The department conducts fire inspections, fire prevention activities; inspection and installation of smoke detectors free of charge and is very active in community service and public relations.

The City has an automatic aid agreement with Sullivan's Island Fire Department, a mutual aid agreement with all Fire Departments throughout Charleston County, and participates in the Statewide Mutual Aid agreement and Firefighter Mobilization Program.

Teams of personnel from the Isle of Palms Fire Department have responded to provide relief to several areas devastated by hurricanes and floods.

The City has proudly maintained an ISO rating of 1 since 2017, which is the best possible rating and represents how well-protected a community is by their fire department.



The Position

The Isle of Palms Fire Department provides outstanding quality fire-rescue services to our community. The Fire Chief will lead a team of highly trained, professional, motivated and dedicated team members who have great pride in their department and the citizens they serve.

The Fire Chief is responsible for planning, directing, managing all activities of the Fire Department, including firefighting, community risk reduction, emergency medical service, disaster planning and fire service activities of the City. Administrator and is an “at-will” position.

Duties include planning, directing, and controlling departmental activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. The Fire Chief reports directly to the City and is an “at-will” position.



The Candidate

The City is looking for an exceptional leader with at least 10 years of progressively responsible, related experience that includes significant management and supervisory experience, preferably in a similarly sized city and fire department operation. Advanced skills in project management, planning, and formulating strategies and policies in response to emergent technological opportunities and challenges will be essential.

The candidate will have a Bachelor's degree from an accredited four-year college in Fire Suppression and Fire Science Technology, Emergency Management, Business Administration, Public Administration or closely related field.

The candidate will also have at least 10 years of related experience with at least five (5) years of experience in a fire service leadership, supervisory or managerial capacity or have the equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the essential duties of the position.

The City is looking for a seasoned municipal executive with experience in cultivating and developing strong community relationships, working collaboratively and effectively when dealing with complex planning and budgeting matters. The candidate must possess the ability to communicate, both orally and in writing, a wide range of complex technical issues in plain language to citizens, staff, peers and others. The successful candidate will also demonstrate the continued need for and importance of integrity, inclusiveness, and transparency.



How to Apply

Qualified candidates should visit the City's website at <https://www.iop.net/employment-opportunities> and submit an online application, resume and cover letter by **Monday, November 16, 2020**. Following this date, applications will be screened against criteria outlined in this brochure and complete job description.

Virtual and on-site interviews with the City of Isle of Palms will be offered to those candidates named as finalists, with reference checks, background checks and academic verifications conducted after receiving candidates' consent. A pre-employment screening to include controlled substance tests will be conducted by the City.

Compensation & Benefits

The salary range for this position is \$85,336 - \$128,049. Salary placement is dependent upon experience, qualifications and in adherence with pay equity. The City of Isle of Palms provides an excellent benefits package including:

Insurance

The City pays 100% of group health insurance, including major medical, vision and dental coverage for full-time and regular part-time employees working 30 hours per week. The City pays between 50% - 62% of dependent health coverage depending on whether the coverage is for a spouse (54%) children (50%) or full family (62%).

Retirement

Fire Department personnel are enrolled in the Police Officer's Retirement System and the City contributes 18.24% of the employee's compensation into the retirement system.

Wellness & Professional Development

The City partners with First Sun for the Employee Assistance Program to provide numerous resources to employees and their families to deal with life issues and enhance their emotional, financial, professional and intellectual wellbeing.

The City has two fully equipped fitness centers available 24 hours a day. Employees also have access to the Recreation Center's Cardio Room and fitness classes at no cost.

The City's Tuition Reimbursement Program provides full-time, eligible employees with tuition reimbursement for successful completion of college credit hours earned.

Vacation & Sick Leave, Holidays

Employees accrue 5 days of annual leave in their first year of service, 10 days per year for years 2 - 5 and 15 days of annual leave per year after the 5th year of service.

Employees earn 96 hours of paid sick leave annually.

Employees receive 11 paid holidays per calendar year.

Additional Benefits

Use of a City vehicle, mobile phone and specialized benefits paid for by a 1% account, as approved by the Fire Department through the SC Firefighter's Association.



City of Isle of Palms, South Carolina Job Description

Position Title: Fire Chief
Department: Fire Department
Reports to: City Administrator
Employment Status: Full-Time / Exempt
Date: October 2020

General Summary:

Under limited supervision of the City Administrator, commands and coordinates fire fighting, fire prevention, fire inspection, emergency medical response, rescue and training activities of fire department.

Duties:

Directs and supervises all City fire fighting forces; provides for personnel recruitment and selection. Disciplines and recommends disciplinary action to be taken against employees guilty of misconduct.

Responds to working structure fires, hazardous materials, man-made disasters, and other critical incidents. Makes command and control decisions necessary to minimize further losses; may direct firefighting efforts through subordinate supervisors.

Responds to medical emergencies to apply rescue and extrication techniques, patient evaluation, and implements use of basic and advanced life support techniques and equipment as required.

Develops and submits proposed annual department operating budget and periodic capital improvement plan for review by City Administrator and Public Safety Committee of City Council. Exercises purchasing and budgetary control; directs the preparation and analysis of records and reports to secure efficient operation of the department. Reviews timesheets for accuracy and prepares payroll report.

Provides guidance and assistance to the City Administrator, Mayor and Council in decisions regarding community fire protection.

Incorporates good risk management practices in the administration of the Fire Department to minimize tort liability exposure, and loss control of workman's compensation claims as a result of work-related injuries.

Performs periodic inspections of personnel, equipment, and fire stations; certifies fire fighting apparatus and conducts tests of fire hoses and equipment.

Supervises Fire Prevention activities in fire prevention, inspection and investigation activities; will also assist in these activities.

Prepares written evaluations on Chief Officers and staff personnel; ensures that each shift Battalion Chief completes written evaluation on all fire service personnel in on their shift.

Represents city emergency service on disaster preparedness planning committee.

Attends regular and special meetings of the City Council, as required.

Cooperates with other departments and other local, state and federal organizations to improve fire fighting and related methods and techniques. May be called on to provide assistance at a fire scene in neighboring communities.

Performs or delegates the duties of Assistant Chief or Training Officer in his/her absence due to illness, leave, or other absences.

Conducts internal department investigations in the event of complaints and conflicts involving department personnel and in cases of accident or injury to on duty personnel.

Must have a working knowledge of American's With Disabilities Act (ADA), Fair Labor Standards Act, (FLSA), Equal Employment Opportunity Commission (EEOC).

Ensures all communications equipment is properly maintained, aligned, serviced and updated as needed to provide safe and effective operation at all times.

Ensures all capital purchases are added to the City's insurance plan in a timely manner.

Attends or designates an attendee for marine safety meetings with USCG and Harbor Working Group.

Performs other duties as directed by the City Administrator.

Knowledge, Skills and Abilities:

Thorough knowledge of modern fire fighting and rescue principles, practices, techniques and procedures including the operation and maintenance of the various types of fire apparatus and equipment used in the protection of life and property from fire.

Thorough knowledge of the principles of organization, administration, and personnel management.

Knowledge of OSHA, NFPA standards, and other relevant state, and local fire safety rules and regulations.

Knowledge of the physical and chemical characteristics of a wide variety of explosive and hazardous materials; must be familiar with principles and practices in the management of hazardous materials in hazardous materials incidents.

Knowledge of the principles of building construction and maintenance.

Knowledge of emergency medical treatment from first response to advanced life support.

Knowledge of emergency rescue procedures for both land and marine incidents.

Knowledge of marine search and rescue procedures; proper maintenance and small boat operation.

Ability to conduct a thorough fact-finding investigation and to exercise authority firmly, tactfully and impartially.

Ability to establish and maintain working relationships with subordinates, property owners, city officials and the general public.

Ability to maintain a positive working relationship with and command and hold the respect and discipline of subordinates.

Education, Training and Experience:

Bachelor of Arts or Sciences degree from an accredited four-year college in Fire Suppression and Fire Science Technology, Emergency Management, Business Administration, Public Administration or related field or any equivalent combination of education, experience, and training which provides the desired levels of knowledge, skills and abilities.

The candidate will have at least 10 years of related experience with at least five years of experience in a fire service leadership position or have the equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the essential duties of the position.

Certification as NFPA, IFSAC or Pro Board Fire Officer II.

Successful completion of NIMS/ICS Incident Command or equivalency (IS-100, IS-200, IS-700, IS-800) prior to assuming position.

Successful completion of ICS 300 and ISC 400 prior to assuming position.

Continued classroom training in administrative and supervisory techniques and procedures, fire fighting tactics and subordinate fire fighting training.

Possession of a valid South Carolina Class E driver's license., within 6 weeks of assuming position.

At least one year of experience as an engineer.

Possession of Emergency Medical Technician (EMT) Certification prior to assuming this position. This may require reciprocity through SC DHEC, if certified in another state.

Maintain CPR certification.

Minimum Standards to Perform Job Function:

Must be able to exercise independent judgment in critical, stressful or hazardous situations.

Must be able to coordinate, determine time, place and sequence of operations or action to be taken on the basis of analysis of data; execute determinations and/or reporting on events.

Must be able to talk with and/or signals people to convey or exchange information, including giving assignments and/or directions.

Must have the ability to work with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with an emergency, unusual or dangerous situation, or in which working speed and sustained attention are make or break aspects of the job. May be subjected to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

Must strive to develop and maintain excellent rapport with personnel. Listens to and considers their suggestions and complaints and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Must be able to coordinate hands and eyes rapidly to handle a variety of office equipment including computer, word processor, typewriter, calculator, copier and fax machines.

Must be able to exert up to 20 pounds of force constantly to move objects. Must be able to lift objects weighing as much as 100 pounds.

Must be able to walk or stand to a significant degree; physical demand requirements are in excess of those for sedentary work. Must be able to complete physical strength and stamina requirements as established by Fire Department.

Must maintain physical conditioning to be able to perform all duties of a firefighter on Isle of Palms according to departmental standards.

Must pass annual physical exam by-department physician.

Must be able to safely operate a variety of marine equipment including boats and personal watercraft in accordance with regulations of the United States Coast Guard and South Carolina Department of Natural Resources.

Must be willing to actively attack fires, hazardous materials spills or situations, marine emergencies with objective of stabilizing situation and protection or preservation of life and property to the greatest extent practical.

Must be able to use body members, hand tools and/or special devices to work, move or carry objects or materials.

Applies principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.

Interprets a variety of instructions furnished in written, oral diagrammatic or schedule form.

Must be able to add, subtract, multiply, and divide all units of measures.

Must be able to read journals, newspapers, periodicals, manuals, dictionaries, financial reports, legal documents, thesauruses and encyclopedias.

Must be able to prepare business letters and reports, using all rules of punctuation, grammar, diction and style.

Participates in panel discussion and debates; speaks extemporaneously on a variety of subjects.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined on a case by case basis. The City of Isle of Palms is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations

*Disclaimer: The information above has been designed to represent the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive description of all duties, responsibilities and qualifications requires of employee assigned to this position.

I have read and accept the responsibilities outlined above.

Signature

Date

Printed name