



TOWN OF RIDGELAND FIRE DEPARTMENT

Bradley Bonds, Fire Chief
bbonds@ridgelandsc.gov

49 South Railroad Avenue • Ridgeland, South Carolina 29936
(843) 726-7522 • Fax: 843-726-7523

Assistant Chief-Operations

Pay Grade and work schedule

\$50,000 or higher annually DOE/DOQ, with excellent benefits including paid holidays, participation in the State PORS, State Health Plan with employees' basic health and dental insurance premiums paid by the Town. Normal work schedule of Monday through Friday from 8am to 5pm.

General Duties

Under administrative direction of the Fire Chief, assists in overseeing day to day activities and operations of the Fire Department including fire suppression, fire prevention and community education. Participates in managing and implementation of the departments goals and objectives. Serves as second in command to the Fire Chief, and acts in his absence.

Essential Functions

Manage Daily Operations: Assist in day to day management of all Fire Department services and activities, including fire suppression, fire prevention and disaster preparedness.

Budget Development and Administration: Assist the Fire Chief with annual budgets. Participate in and request funds needed for staff, equipment and materials.

Planning and administrative Support: Provide planning, project management and administrative support to the Fire Chief. Develop tactical objectives to reach departmental strategic goals. Direct and conduct of organizational studies, investigations and operational studies.

Supervise Staff: Supervise Lieutenants, Fire Marshal, training officers. Assign and coordinate work activities, provide coaching and training. Participate in or direct recommended disciplinary action as needed.

Physical Demands

Overall Strength Demands: Medium strength demands include exerting 20-50 pounds occasionally, 10- 25 pounds frequently, or up to 10 pounds constantly.

Physical Demands: Continuously requires standing, sitting, walking, carrying, lifting, reaching, bending, twisting, fine dexterity, vision, hearing, talking, and foot controls.

Machines, Tools, Equipment, and Work Aids: Telephone, protective equipment, automobile, calculator, radio, adding machine, video equipment, pager, portable telephone, fax machine, IAP worksheets, personnel accountability systems, familiarity with tools and equipment utilized in fire suppression, technical rescue, and hazardous materials incident response.

Computer Equipment and Software: Computer/mobile data terminal with related software.

Job Requirements

Experience: Minimum of 3 years as a supervisor (Battalion Chief, Shift supervisor, Captain, Lieutenant). 10 years of firefighter experience is required.

Certifications and requirements

High school diploma or GED equivalent supplemented by training in fire service programs

Must complete required coursework and maintain required certifications as issued by the S.C. Fire Academy and S.C. Department of Health and Environmental Control.

Must possess a valid South Carolina driver's license or out of state equivalent.

National Fire Protection Association Firefighter I; Firefighter II

ICS 300, ICS 400

NIMS-ICS for the Fire Service

Fire Instructor I, Fire Officer I and Incident Safety Officer

All equivalent certifications and South Carolina Fire Academy granted equivalencies will be considered to suffice these requirements; and out of state training or college courses not considered by the South Carolina Fire Academy will be given equivalency as determined by the Fire Chief.

A combination of education, training, and experience may be considered for any training and experience requirements.

How to Apply:

Please email resumes to: bbonds@ridgelandsc.gov or mail resumes to: Town of Ridgeland Fire Dept, Attn. Chief Bradley Bonds, P.O. Box 1119, Ridgeland, SC 29936

Web link to the job description:

<http://www.ridgelandsc.gov/job-opportunities>

Deadline: Open until Filled

The Town of Ridgeland is an Equal Opportunity Employer. The Town does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.