



VACANCY NOTICE

JOB TITLE:	Fire Chief
DEPARTMENT	Fire
WAGE RANGE	Based upon experience and qualifications
APPLICATIONS/RESUMES WILL BE ACCEPTED:	Friday November 17, 2023 at 4:30PM

Job Summary: This position manages the overall operations of the City of Blakely Fire Department.

Primary Duties: Plans, directs and coordinates all operations of the department; manages the provision of fire prevention and suppression services to the city. Prioritizes, schedules and assigns work to department personnel. Serves as purchasing agent for the department. Prepares the annual operating budget for the department and monitors expenditures under the current budget. Oversees the selection, training, evaluation, promotion and discipline of the department personnel. Responds to fire calls and assumes command of fire scenes. Oversees the maintenance and repair of fire hydrants. Maintains department files, including incident reports, training records, inspection reports and vehicle and equipment maintenance records. Other related duties as assigned.

Minimum Qualifications: Knowledge skills and ability commonly associated with the completion of a High School Diploma. Excellent verbal and written skills and ability to communicate with others are required. Applicants should be able to work well with others in the performance of duties. Minimum of 5 years' experience in firefighting. Knowledge of fire suppression and investigation standards, practices, strategies, tactics and apparatus. Knowledge of local, state and federal fire codes, local ordinances, and departmental rules and regulations. Knowledge of hazardous materials.

Interested applicants should submit an application or resume to:

**City of Blakely
Attn: Mayor Travis Wimbush
P.O. Box 350
Blakely, GA 39823**

Equal Opportunity Employer/Drug Free Workplace/We E- Verify