

**CENTRE REGION COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION**

Job Title: Fire Director - Fire Protection

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FLSA Status: Exempt	Band: D
Reports To: Executive Director	Grade: 7
	Sub Grade: 1
Department: Fire Protection	Date: June 1, 2022

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**RESPONSIBILITIES:** The Fire Director is a professional fire service manager and is the designated Fire Official, Agency Director, and Chief of Department for the Centre Region Council of Governments (COG) Regional Fire Protection Program. The program protects residents and visitors of the Borough of State College and College, Ferguson, and Patton Townships, a portion of Benner Township, and the University Park Campus of the Pennsylvania State University. The Fire Director oversees fire suppression, rescue, and related services within the jurisdictions served by the Alpha Fire Company; HazMat response throughout the Centre Region and Centre County (as assigned); fire investigation throughout the Centre Region; and administration of the Centre Region Emergency Management Program. Work involves the efficient operation of all program elements through planning, implementation, and control of activities designed to protect life and property. The Fire Director typically consults with the COG Executive Director, Alpha Fire Company Chief, Chief Officers, Alpha Corporation Officers, the Firemen’s Relief Association, and the Centre Region Code Official in finalizing plans and policies to be observed in the conduct of operations. There is an expectation that all employees are committed to the mission, vision, and values of the Centre Region Council of Governments and the Regional Fire Protection Program.

The Fire Director must work closely with the volunteer and career staff to develop and maintain a harmonious relationship between the Alpha Fire Company and the COG. The Fire Director will be an advocate for the fire service and may support county and state efforts focused on the fire service. Mutual performance evaluations and discussions are held annually between the Fire Director and the Alpha Fire Company Fire Chief and Chief Officers, Fire Marshal, and Emergency Management Coordinator.

**EMERGENCY ASSIGNMENT:** The Fire Director is subject to 24-hour on-call in the event of an emergency. This service may require irregular working hours, work at locations other than the official duty station, and may include duties other than those specified in the employee’s official position description. The Fire Director must be able to relocate to emergency sites with little advance notice and function under intense physical and mental stress.

**SUPERVISION GIVEN:** The Fire Director provides direction to the Alpha Fire Chief, career and volunteer Chief Officers, Fire Marshal, Emergency Management Coordinator, and the Office Manager.

Prior to the promulgation of organizational procedures and/or policies affecting operations, the Fire Director shall consult with appropriate stakeholders.

**SUPERVISION RECEIVED:** The Fire Director reports to, and receives administrative direction from, the COG Executive Director. As an Agency Director of the COG, the appointment and dismissal of the Fire Director requires the prior concurrence of the COG Executive Committee. Annual performance evaluations are provided by the COG Executive Director who shall obtain input from the Alpha Fire Chief and Alpha Fire Company President prior to the preparation of the evaluation.

**EXAMPLES OF WORK:**

- Appoints, with the approval of the COG Executive Director, Regional Fire Protection personnel, including, but not limited to, Assistant Chiefs, Fire Marshal and Assistant Fire Marshals, and administrative support personnel.
- Recommends appointment of the Emergency Management Coordinator.
- Works in conjunction with the Chief Officers and line officers to develop, update and implement formal operating policies to guide fire, rescue, and HazMat operations, and related services.
- Evaluates the performance of all command officers. Provides commendations for outstanding performance and provides sanctions or discipline for unacceptable performance or behavior by Fire Company members that may affect the safety, operations, and image of the Fire Company and COG.
- Provides for the preparation and maintenance of databases, records, and reports pertinent to the program.
- Coordinates with the COG Facilities Project Manager to assure maintenance and upkeep of all buildings, including capital planning for maintenance, replacements, or additions.
- Provides for the maintenance and upkeep of equipment and materials owned by COG.
- Prepares or facilitates the preparation of applications for government grants and other funding programs that may be of benefit to the fire program.
- Ensures that apparatus owned by COG is used appropriately, safely, and in accordance with laws, policies and procedures, and insurance requirements.
- Conducts or facilitates the bidding process for the purchase of new apparatus in accordance with COG purchasing policies and state regulations.
- Assures annual update of the Capital Improvement Plan for the replacement of all fire vehicles, major equipment, buildings, and building systems.
- Controls the expenditure of fire program appropriations. Prepares the annual preliminary draft budget and program plan for fire operations and capital fund and administers the annual budget after its adoption.
- The Fire Director will assure that department training is consistent, adheres to established standards and best practices, and is delivered in a regular and timely manner. The Fire Director may assist in planning, coordination, delivery, and evaluation of any training activity.
- Regularly attends meetings of the COG General Forum, Public Safety Committee, and Emergency Management Council. Attends other COG Committee and municipal meetings, as necessary. The Fire Director represents the interests of the Regional Fire Protection Program and the fire service generally at all such meetings.

- Reviews, either directly or through delegation, site plans and specifications for new construction to ensure adequate road access and water supply in accordance with municipal ordinances and state law.
- Performs other duties that may be identified in agreements between the COG and Alpha Fire Company, the Articles of Agreement for the Regional Fire Protection Program and other applicable agreements.
- Works to improve coordination with other public safety partners and mutual aid fire companies.
- Assumes Command of emergency incidents as they deem appropriate or as required by statute.

**QUALIFICATIONS:** Any combination of the following experience, training, and certifications that will provide the required job skills to successfully accomplish the work responsibilities will be considered. The term “fire service” herein includes all fire, rescue, HazMat, and related services within the scope of the Regional Fire Protection Program.

1. Thorough knowledge of the standards by which the quality of fire service is evaluated and of the use of fire statistics and records in fire service management and planning.
2. Thorough knowledge of the types and uses of modern equipment used in fire suppression, HazMat response, and rescue.
3. Thorough knowledge of federal, state, and local laws and policies as they relate to fire service operations and management.
4. Thorough knowledge of government budgetary and fiscal control systems and techniques.
5. Thorough understanding of group dynamics and consensus-building skills.
6. Demonstrated experience in computerized data management and information analysis.
7. Demonstrated experience in planning, organizing, directing, and coordinating the work of both career and of volunteer personnel performing varied duties and operations related to the work of the fire service.
8. Demonstrated experience in working with the National Incident Management System as it relates to fire service.
9. Ability to establish and maintain effective working relationships with volunteers, volunteer chief officers, and supervisors; volunteer committees and organizations; public officials elected and appointed from local, state, and federal agencies; and members of civic organizations and the public.

10. Ability to provide effective leadership for, and maintain harmonious relationships within, the Alpha Fire Company.
11. Ability to prepare, present, and communicate technical information and material effectively, both orally and written, with clarity and precision.
12. Ability to formulate, implement, and enforce policies necessary for effective administration of Regional Fire Protection and Fire Company operations, and staff and member conduct.
13. Strong knowledge of state training and certification procedures, rules, and methods.

**EDUCATION AND EXPERIENCE:**

- A Bachelor's Degree from an accredited university/college in Fire Administration or Management/Public Administration or a related field is required. A Masters Degree is preferred. A Bachelor's Degree in a non-related field may be considered if the candidate has successfully served as a Chief Officer for more than ten years.
- Ten years experience in the fire services with at least five years as Chief/Assistant Chief or equivalent is required.
- Training and certifications required include ICS 100, 200, 300; Fire II; and Fire Officer I.
- EFO, CFO, and Pennsylvania State Fire Instructor (Local or Suppression) preferred.

**SPECIAL LICENSES REQUIRED:**

- A valid Pennsylvania driver's license must be maintained during employment.

**PHYSICAL AND WORK ENVIRONMENT:** The physical demands and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job.

**Physical Environment:** The duties of this job include physical activities such as climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, keying, grasping, feeling, talking, hearing and listening, seeing and observing, crawling, pushing, lifting, pulling, and repetitive motions.

**Work Environment:** The work environment will include some or all of the following:

- 24-hour on call
- Working under distractions such as fire alarms and other disturbances.
- Intense and/or continuous high-level noise conditions.
- Dirty/dusty environments (situations in which workers and their clothing easily becomes dirty or greasy).
- Conditions with air contamination or low oxygen. Must have the ability to wear a respirator and/or self-contained breathing apparatus.