



Executive Recruitment

- *Fire Chief*

Moultrie, Georgia

The City of Moultrie is located in Southwest Georgia. Known as the city of Southern Living, Moultrie is the third largest city in Southwest Georgia. Moultrie is the county seat and the largest city of Colquitt County, Georgia. The City of Moultrie's population is 14,146, and the county's population is 45,600.

Fire Department

The City of Moultrie Fire Department provides fire protection and emergency services for the City of Moultrie 24 hours a day. This service is provided out of three fire stations that are state-certified. The City of Moultrie is in a Class 3 insurance rating with Insurance Service Organization. It is the mission of the Moultrie Fire Department to prevent the loss of life and to control or reduce the loss of property by applying all of our professional knowledge and resources. We accomplish this mission through fire suppression, rescue, code enforcement, public education, fire investigation, and professional development training. It is our number one priority to provide the best fire protection to all citizens.

Fire Chief

The Fire Chief manages, directs, and coordinates the day to day operations of the Fire Department. The Fire Chief manages the city's emergency services operations and enforces federal, state, and local laws and codes related to public safety and welfare. This position reports directly to the City Manager.



Essential Functions

- Establishes an organization and atmosphere conducive to attracting, retaining, and motivating the best individuals available and helping them to develop into a cohesive, supportive, positive team with tremendous pride in and respect for their organization.
- Supervises, directs, and evaluates assigned staff; processes employees and problems; counsels, disciplines, and evaluates personnel.
- Makes hiring, promotion, demotion, transfer, and termination decisions; makes decisions on disciplinary and grievance actions.
- Plans, organizes, and manages departmental functions and support staff activities; coordinates activities and assignments.
- Supervises and evaluates fire and emergency services; determines employee proficiency levels and identifies needed improvements; creates and executes action plans to correct deficiencies; ensures the proper allocation of personnel and other resources.
- Formulates and develops work methods and practices, policies, standard operating procedures, training programs, and general orders; monitors the implementation of departmental rules and regulations; updates departmental guidelines in accordance with federal, state, and local legislation.
- Enforces city and state fire codes, ordinances, and laws.
- Responds to questions, complaints, and requests for information from citizens, the business community, elected officials, employees, and outside agencies.
- Establishes budget priorities; prepares and submits annual budget information; recommends budget revision as appropriate; administers approved budget and monitors operational expenditures for fiscal compliance.
- Coordinates with federal, state, and local law enforcement/investigating agencies.

For a complete job description please visit www.moultriega.com, careers.

Benefits/Compensation

Salary: \$80,000

The City of Moultrie offers a comprehensive benefits package with some of the following options:

- Health, Dental, and Vision
- Vacation and Sick Leave
- 9 Paid Holidays
- Retirement: 5% Employer Match
- Life Insurance

Minimum Qualifications

- Bachelor's Degree in Fire Science, Public Administration, Management, Business or closely related field from an accredited college or university and/or equivalent combination of education, training, and professional experience which provide the requisite knowledge, skills and abilities for this position.
- Minimum of 12 years of full-time, well-rounded experience in the fire service that includes a minimum of 7 years of progressive supervisory and command experience.
- Must have and maintain or able to maintain a State of Georgia Firefighter's certification.
- Must possess excellent written and verbal communication skills along with good interpersonal relations and problem solving skills.
- Must be able to establish residency in Colquitt County within one year of hire and shall maintain residency in the county limits while serving as Fire Chief.
- Must have a stable work history.
- Must possess a valid Georgia Driver's License or be able to acquire one within six months of hire.

Application Process

Please apply online at www.moultriega.com.

You must submit a cover letter, application, resume, and (5) professional references by October 9, 2020, to be considered. For more information on this position or the status, please contact Marci L. Meadows, Director of Human Resources, marci.meadows@moultriega.com, 229-985-1974 Ext. 1302.





City of Moultrie
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www.moultriega.com