



# Corinth-Shiloh Fire Department

940 Old Clemson Highway  
Seneca, SC 29672



**Position Number: 20250002**

## Current Position Information

|                                    |                               |                                |
|------------------------------------|-------------------------------|--------------------------------|
| Employee Name:                     | Budget Center Name:           | Corinth-Shiloh Fire Department |
| Employee ID:                       | Budget Center Number:         | 3                              |
| Business Title: Fire Chief         | Department Name:              | Adminstration                  |
| Job Code: JC90                     | Department Number:            |                                |
| State Title: Fire Safety Officer V | Supervisor's Name:            | Dr. William Howiler            |
| Band: 08                           | Supervisor's Position Number: |                                |
| Full/Part Time: FT                 | Supervisor's Title:           | Chairman, Fire Commission      |
| FLSA Status: Exempt                | Supervisor's Job Code:        |                                |
| Standard Hours: 40                 |                               |                                |

Requested Action: ☐ Update ☐ Job/Position Change ☒ New Position  
Business Title: Fire Chief

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name (please print) \_\_\_\_\_

## Office of Human Resources Use Only

Agency Code: \_\_\_\_\_ Job Code: JC90 Effective Date: 07/10/2025

Action Approved: ☐ Update ☐ Job/Position Change ☒ New Position

Position Number 20250002 Title Code: \_\_\_\_\_

Approved Title: Fire Chief FLSA: Exempt

Approval Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Approver's Name (please print) \_\_\_\_\_



# Corinth-Shiloh Fire Department

## Individualized PD for Position: 20250002

**Job Summary:** *Provide a brief, 2 to 3 sentence overview of the purpose of the position. Include statement: "Other duties as assigned."*

The Fire Chief serves as the Chief Executive Officer of the Corinth-Shiloh Special Tax District Fire Department, responsible for the overall leadership and direction of fire protection, emergency response, and fire prevention services within the community. Reporting to the Fire Commission Chairman, the Chief is accountable to the Commission, the public, and the department's volunteer personnel, ensuring consistent, high-quality service delivery and responsible fiscal oversight. As this is a newly established special tax district, the Fire Chief will continue to lead the department's transition from a volunteer organization to a combination agency, while actively supporting and retaining the volunteer staff throughout the process.

| Job Duties: <i>3-5 job duties totaling 100%; Lead with action words that best describe the essence of each job duty.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | % of Time | Essential or Non-Essential |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|
| Leadership & Administration: Provides overall strategic leadership and administrative oversight of all fire department operations, personnel, and emergency services. Acts as staff liaison to the Fire Commission Board, maintaining consistent and transparent communication. Identifies significant operational challenges and organizational needs, and develops recommendations to assist the Commission in effective budget decision-making. Prepares detailed reports and proposals to support budgeting, policy development, and long-term planning. Ensures that departmental goals and activities align with the safety needs of the community to reduce ISO and maintain a safe and healthy community.                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 20 %      | Essential                  |
| Personnel Management: Responsible for recruiting, training, and supervising both paid and volunteer personnel. Manages shift schedules, duty assignments, and timekeeping for paid staff. Supports all aspects of the volunteer agency, including recruitment, engagement, and retention, and provides overall supervision and strategic direction while encouraging collaborative decision-making and incorporating volunteer input. Oversees performance evaluations, ensures compliance with employment laws and safety standards, and promotes professional development within a positive, structured work environment. Coordinate training programs in accordance with accepted standards to improve the understanding and skill of all staff in fire fighting, hazardous materials, rescue procedures, and first responder/EMT personnel. Establish and implement personnel recruitment strategies and a structured promotional career path to attract, develop, and retain qualified paid and volunteer staff.                                                                                                                                                 | 20 %      | Essential                  |
| Emergency Response & Operations: Oversees and directs all emergency operations, ensuring effective response to fire, EMS, and other incidents. Establishes SOPs, manages incident command, and coordinates mutual aid. Leads the department's operational development, including readiness, training, and staffing plans. Ensures compliance with regulations and maintains operational readiness of personnel, equipment, and facilities. Represent district as the Emergency Manager; direct development and administration of disaster plans, fire prevention, disaster drills, and emergency medical services delivery and compliance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 20 %      | Essential                  |
| Community Engagement: Serves as the primary liaison between the fire department, neighboring governmental agencies, and the community, fostering trust and building strong relationships. Proactively engages with citizens, local leaders, businesses, and partner agencies to promote fire prevention, safety education, and emergency preparedness. Represents the department at public events and works collaboratively with local stakeholders to enhance visibility and public confidence. Actively encourages and coordinates volunteer firefighter participation in community outreach efforts to strengthen the department's presence and connection with the public. Maintains mutual aid agreements with neighboring fire departments to ensure effective response to major emergency incidents. Participates in local and regional emergency planning processes and represents the department in the Fire Chiefs' Association at both local and regional levels. Attends professional meetings and remains current on emerging trends and innovations in fire suppression, emergency medical services, hazardous materials response, and fire prevention. | 20 %      | Essential                  |
| Financial Management: Collaborate with the Commission Board to develop and manage the annual budget, monitor expenditures, and ensure fiscal accountability. Identify and pursue grant opportunities, prepare proposals, and oversee funds in compliance with applicable regulations. Recommend the procurement of necessary resources and provide regular financial updates to support transparency and operational effectiveness. Oversee key departmental projects such as capital improvements, equipment acquisition, and community safety initiatives by planning, coordinating resources, and monitoring progress to align with organizational goals and budget constraints.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 20 %      | Essential                  |

% of Time must equal 100%



# Corinth-Shiloh Fire Department

## Minimum Requirements

For classified staff positions, minimum education and experience requirements must align with the state job code. If alternate requirements are needed, contact your HR Generalist. Find state job code requirements [here](#).

|                                       |                                                                                                                                                                                               |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum Education:</b>             | Associate degree in Fire Science, Public Administration, Emergency Management, or a related field.                                                                                            |
| <b>Minimum Experience:</b>            | At least 10 years of fire service experience, including 5 years in a leadership role. Must have strong knowledge of fire operations, personnel management, budgeting, and emergency response. |
| <b>Licenses &amp; Certifications:</b> | EMT, Fire Officer I, valid Driver's License, ICS 100, 200, 300, 400, 700 & 800                                                                                                                |

## Preferred Qualifications (Optional)

|                                                 |                                                                                                                                                                                                                                  |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Preferred Education:</b>                     | Bachelor's degree in Fire Science, Emergency Management, Public Administration, or a related field.                                                                                                                              |
| <b>Preferred Education Area:</b>                | Advanced fire leadership certifications and completion of recognized fire service management courses are highly desirable.                                                                                                       |
| <b>Preferred Experience:</b>                    | 15+ yrs of fire service experience, with 10 yrs of increasing responsibility of command and supervisory experience in an organized fire department/fire district, with 5 yrs of senior administration and management experience. |
| <b>Preferred Licenses &amp; Certifications:</b> | Professional certifications such as Fire Officer III, Chief Fire Officer (CFO) designation or enrolled in the National Fire Academy's Executive Fire Officer Program.                                                            |



# Corinth-Shiloh Fire Department

20250002

## Supervision, Budget, Fiscal, & Emergency Responsibilities:

|                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Indicate the depth and breadth of knowledge within the job's field or specialty that is required to effectively perform the duties and responsibilities of this job.</p>     | <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.</li> <li><input type="radio"/> Firm working knowledge of concepts, practices and procedures and ability to use in varied situations.</li> <li><input type="radio"/> Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>Indicate the type and scope of supervisory responsibilities of this job. Check only one box. Note: this refers to supervision of other employees, not programs or tasks.</p> | <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Manages work of others including hiring, terminating, training and developing, providing constructive feedback, establishing and reviewing employee complaints, recommending rewards and recognition and administering corrective action for staff. Plans organizational structure and job content.</li> <li><input type="radio"/> Supervises work of others and may offer recommendations for hiring, termination and pay adjustments but does not have responsibility for making these decisions.</li> <li><input type="radio"/> Acts as a Lead by guiding the work of others who perform essentially the same work.</li> <li><input type="radio"/> Supervises Student workers only</li> <li><input type="radio"/> Not responsible for supervising employees.</li> </ul>                                                                                                                                                                                           |
| <p>Indicate any fiscal responsibilities for the department's budget, including but not limited to, financial planning and managing fund allocation:</p>                         | <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Responsible for developing one or more departmental budget(s).</li> <li><input type="radio"/> Provides input into the budgeting process, and manages fund allocation.</li> <li><input type="radio"/> Doesn't provide input but is responsible for monitoring the departmental budget and may manage fund allocation.</li> <li><input type="radio"/> No fiscal responsibility for the department's budget.</li> </ul> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">100%</div> <a href="#">Enter the Amount of budget responsibility</a> <p><small>Note: dollar sign and appropriate commas will appear when you tab out of the box.</small></p>                                                                                                                                                                                                                                                                                    |
| <p>Essential Personnel Level:</p>                                                                                                                                               | <ul style="list-style-type: none"> <li><input type="radio"/> Normal Operations - Level 0<br/>Required to follow emergency facility closure and modified operations directives, and not normally expected to work on-site during emergency situations.</li> <li><input type="radio"/> Emergency Response - Level 1<br/>In the event of an emergency closure or modified operations, this position is required to respond in order to provide initial response to the emergency situation, including the execution of mission essential functions. Some positions in this category may be required to work remotely or be on call.</li> <li><input checked="" type="radio"/> Essential Support - Level 2<br/>In the event of an emergency closure or modified operations, this position is necessary to maintain/resume essential support functions, deliver direct care services, and/or provide recovery support before normal operations resume. Some positions in this category may be required to work remotely or be on-call.</li> </ul> |



# Corinth-Shiloh Fire Department

## Physical Requirements

Check if physical requirements are essential to job:

|                                                                                                                                                                                            |                                                                                                                       |    |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----|---|
| <input checked="" type="checkbox"/>                                                                                                                                                        | Stand for prolonged period                                                                                            | 10 | % |
| <input checked="" type="checkbox"/>                                                                                                                                                        | Sit (stationary position) for prolonged period                                                                        | 10 | % |
| <input checked="" type="checkbox"/>                                                                                                                                                        | Walk or move about                                                                                                    | 10 | % |
| <input checked="" type="checkbox"/>                                                                                                                                                        | Use hands or feet to operate or handle machinery, equipment, etc.                                                     | 10 | % |
| <input checked="" type="checkbox"/>                                                                                                                                                        | Ascend or descend (i.e. stairs, ladder)                                                                               | 5  | % |
| <input checked="" type="checkbox"/>                                                                                                                                                        | Position self to accomplish task (i.e. stoop, kneel, crawl)                                                           | 5  | % |
| <input checked="" type="checkbox"/>                                                                                                                                                        | Communicate, converse, give direction, express oneself                                                                | 10 | % |
| <input checked="" type="checkbox"/>                                                                                                                                                        | Recognize or inspect visually                                                                                         | 10 | % |
| <input checked="" type="checkbox"/>                                                                                                                                                        | Move, transport, raise or lower<br>*Weight requirement if applicable (per activity, i.e. raise 10 lbs. move 50 lbs.): | 10 | % |
| <input checked="" type="checkbox"/>                                                                                                                                                        | Extends hands or arms in any direction                                                                                | 10 | % |
| <input checked="" type="checkbox"/>                                                                                                                                                        | Use taste or smell to detect or determine particular flavors or odors                                                 | 5  | % |
| <input checked="" type="checkbox"/>                                                                                                                                                        | Perceive, observe, clarity of vision                                                                                  | 5  | % |
| Comments/Explanation of requirements marked Essential:<br><br>Fire Department employee who may work at the department, at an emergency scene, or provide safety presentations to community |                                                                                                                       |    |   |

## Working Conditions

Check if regularly exposed to conditions below, and include percentage of time exposed:

|                                                                                     |                                                     |    |   |
|-------------------------------------------------------------------------------------|-----------------------------------------------------|----|---|
| <input checked="" type="checkbox"/>                                                 | Exposure to heat or cold                            | 5  | % |
| <input checked="" type="checkbox"/>                                                 | Exposure to dust/fumes                              | 5  | % |
| <input checked="" type="checkbox"/>                                                 | Wet and or humid                                    | 5  | % |
| <input checked="" type="checkbox"/>                                                 | Noise                                               | 5  | % |
| <input checked="" type="checkbox"/>                                                 | Vibration                                           | 5  | % |
| <input checked="" type="checkbox"/>                                                 | Mechanical hazards                                  | 5  | % |
| <input checked="" type="checkbox"/>                                                 | Chemical hazards                                    | 5  | % |
| <input checked="" type="checkbox"/>                                                 | Electrical hazards                                  | 5  | % |
| <input checked="" type="checkbox"/>                                                 | Radiant hazards                                     | 5  | % |
| <input checked="" type="checkbox"/>                                                 | Burn hazards                                        | 5  | % |
| <input checked="" type="checkbox"/>                                                 | Overnight travel:                                   | 5  | % |
| <input checked="" type="checkbox"/>                                                 | Exposure to bio-hazards (i.e. blood, bodily fluids) | 5  | % |
| <input checked="" type="checkbox"/>                                                 | Other:                                              | 40 | % |
| Comments:<br>Other: Administrative task, community risk reduction, public education |                                                     |    |   |



## Competencies

- ☒ **Communication:**

Strong verbal and written communication skills to effectively engage fire personnel, community members, and officials. Able to clearly explain complex issues, prepare reports, and serve as a credible spokesperson. Skilled in active listening and using multiple platforms to support public outreach and internal collaboration.
- ☒ **Customer Service Focus:**

Demonstrates commitment to community engagement and timely response to public needs. Treats all individuals with respect and empathy, resolves issues collaboratively, and seeks continuous improvement through feedback. Maintains professionalism in all interactions with the public and staff.
- ☒ **Technical Knowledge/Competence:**

Demonstrates the necessary knowledge to effectively perform job and ability to apply learning to job responsibility. Acquires new skills, knowledge and abilities as required by the job.
- ☒ **Problem Solving:**

Effectively analyzes complex situations and makes sound decisions under pressure. Identifies challenges and develops practical solutions using data and collaboration. Adapts to changing conditions while ensuring department objectives are achieved.
- ☒ **Teamwork:**

Fosters a cooperative and respectful work environment, promotes open communication, and builds strong relationships within the department and with external partners. Encourages teamwork to improve safety, efficiency, and moral, while effectively resolving conflicts to achieve common goals.
- ☒ **Managing Self:**

Works with minimal supervision and manages own time effectively.
- ☒ **Supervision and Management:**

Leads and manages fire department personnel with strong leadership and effective communication. Oversee resource allocation, enforce policies, and promotes a safe, professional work environment. Skilled in conflict resolution, decision-making, and adapting to changing situations.
- ☒ **Leadership:**

Demonstrates strategic vision, can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork and to resolve problems.
- ☒ **Decision Making:**

Able to make sound decisions and demonstrate decisiveness.