

## **LOWELL FIRE DEPARTMENT POSITION DESCRIPTION**

**Class Title:** Fire Chief

**Department:** Lowell Fire Department

**FLSA:** Full time, Exempt

### **GENERAL PURPOSE**

This is a highly responsible and complex management position which involves technical work in the direction of all employees and activities of the firefighting, EMS, inspection, and investigation divisions. Work involves responsibility for administration and coordination of the fire department activities through supervision of subordinate officers and through review of their activities. The employee of this rank makes administrative, budgetary, and operational decisions pertaining to firefighting, EMS, fire prevention, training, and enforcement of codes, regulations, and established policies.

### **SUPERVISION RECEIVED**

Work under the general guidance and direction of the mayor.

### **SUPERVISION EXERCISED**

Exercise supervision over the firefighting, EMS, inspection, training, and fire prevention divisions of the fire department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan, coordinate, supervise and evaluate fire department operations.
- Establish policies and procedures for fire department.
- Plan and implement fire programs of the city in order to better carry out the policies and goals, including those set forth in the city's Affirmative Action Plan; review departmental performance and effectiveness; formulate programs or policies to alleviate deficiencies.
- Supervise and coordinate the preparation and presentation of an annual budget for fire department; direct the implementation of the department's budgets; plan for and review specifications for new or replacement equipment.
- Respond to alarms and direct activities at the scene of all major emergencies, as required. Supervise the inspection of buildings and other properties for fire hazards and enforce fire prevention codes and ordinances.
- Direct the operation of departmental in-service training activities.
- Control the expenditure of departmental appropriations.
- Handle grievances; maintain departmental discipline and the conduct and general behavior of department personnel.
- Prepare and submit monthly reports to the mayor and city council regarding the department's activities and prepare a variety of other reports as appropriate including the annual report of activities.
- Plan departmental operation with respect to equipment, apparatus, and personnel; oversee the implementation of such plans.
- Assign personnel and equipment to such duties and uses as service requires; evaluate the need for and approve the purchase of new equipment and supplies.
- Meet with elected or appointed officials, other fire officials, community and business representatives and the public on all aspects of the department's activities.
- Attend conferences and meetings to keep abreast of current trends in the field; represent the fire department in a variety of local, county, state and other meetings.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Bachelor's degree in Fire Science, Fire Administration, or a related field and ten years of fire experience. Associate's degree in combination with education, experience and training which provides the required knowledge, skills, and abilities will be considered.
- Four years of increasingly responsible command and management at the officer level. (Captain, Battalion Chief, Assistant Fire Chief, Fire Chief)
- Basic Training Standards for Firefighter certification.
- Certifications for Incident Safety Officer, ICS 300 and 400, and Haz-Mat Operations.
- EMT-B certification or higher.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to plan, organize, and direct the work of a number of subordinates performing varied operations connected with fire activities; develop proper training and instructional procedures for those employees; and maintain a high level of discipline and morale.
- Ability to establish and maintain effective working relationships with other City officials, state and federal authorities, civic leaders, and the public.
- Ability to effectively prepare and present oral and written informative material relating to the activities of the department.
- Extensive knowledge of modern fire methods and practices and the principles and practices of fire administration.
- Extensive knowledge of departmental rules and regulations and applicable federal, state, and local laws and ordinances.
- Extensive knowledge of the current literature, trends, and development in the field of fire administration.
- Thorough knowledge of the standards by which the quality of fire service is evaluated.
- Thorough knowledge of the functions of other governmental jurisdictions and authorities as they relate to fire work.
- Ability to perform tasks requiring good physical conditioning.
- Ability to exercise sound judgment in evaluating situations and decision making.

## **ADDITIONAL REQUIREMENTS**

- Must possess, or be able to obtain by time of hire, a valid state issued driver's license without record of suspension or revocation in any state.
- Must have no felony convictions or disqualifying criminal history.
- Ability to read and write the English language.
- Must be able to pass pre-employment department physical.
- Must be a U.S. citizen.

## **TOOLS AND EQUIPMENT USED**

Ambulance, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand, walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke noxious odors, fumes, chemicals liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the environment is usually quiet in office settings, and loud at the emergency scene.

## **SELECTION GUIDELINES**

Formal application, review of education and experience, appropriate testing and interviews, oral interview, background check, drug screening, final selection and pre-employment medical examination.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.