



JOB DESCRIPTION

Class Title: Fire Chief

FLSA: Full-time, Exempt

Pay Rate: Total Compensation Depends on Experience
(When offered, will include base salary, holiday pay, & incentive)

Position Summary

This highly responsible and complex management position involves technical work for all employees and activities of the firefighting, EMS, inspection, and investigation divisions. Work involves administrating and coordinating fire department activities by supervising subordinate officers and reviewing their activities. The employee of this rank makes administrative, budgetary, and operational decisions about 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 fire department's firefighting, EMS, inspection, training, and fire prevention divisions.

Essential Duties and Responsibilities

- Plan, coordinate, supervise, and evaluate fire department operations.
- Establish policies and procedures for the fire department.
- Plan and implement fire programs to better carry out the city's policies and goals, including those outlined 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 the fire department's annual budget; 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 department personnel's conduct and general behavior.
- Prepare and submit monthly reports to the mayor and city council regarding the department's activities and prepare various other reports as appropriate, including the annual report of activities.
- Plan departmental operations regarding equipment, apparatus, and personnel and oversee their implementation.
- 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.
- Discuss all aspects of the department's activities with elected or appointed officials, other fire officials, community and business representatives, and the public.
- Attend conferences and meetings to stay current with current trends in the field; represent the fire department in various local, county, state, and other meetings.

Desired Minimum Qualifications

- A bachelor's degree in Fire Science, Fire Administration, or a related field and 8 years of fire experience. An associate degree in combination with education, experience, and training that 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).
- Firefighter I and II
- Incident Safety Officer
- ICS 300 and ICS 400
- EMT-B certification or higher
- Hazardous Material Operations

Preferred Qualifications

- All above qualifications plus:
- Currently enrolled or completion of the NFA Executive Fire Officer Program

Necessary Knowledge, Skills, and Abilities:

- Ability to plan, organize, and direct the work of several 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 department's activities.
- 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 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 able to pass a pre-employment background check.
- Must be legally eligible to work and live in the United States

Tools and Equipment Used

Ambulance, fire apparatus, fire pumps, hoses, 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 an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these 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 represent those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform basic functions.

Work is performed primarily in offices, 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. The 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 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, 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 employer's needs and requirements of the job change.