



FIRE CHIEF

DEFINITION

To plan, organize, direct and review the activities and operations of the Fire Department including fire suppression, fire prevention, hazardous materials mitigation, code compliance, administration of an active volunteer program, including recruitment and training; to provide highly responsible and complex administrative support to the City Administrator; and to act as a member of the City's Management Team.

DISTINGUISHING CHARACTERISTICS

The Fire Chief, under direction of the City Administrator, supervises the administration and operation of the Fire Department. The Fire Chief has considerable latitude for the exercise of judgement and discretion in the development of policies and standards for fire suppression and prevention.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- ▶ Develop, plan, and implement department goals and objectives; recommend and administer policies and standard operating procedures and see that they are adhered to.
- ▶ Organize and manage departmental resources in accordance with established standard operating procedures; evaluate service delivery methods and make adjustments as deemed appropriate.
- ▶ Actively recruit, train, and monitor volunteers in all phases of department activities.
- ▶ Coordinate departmental activities with other departments and outside agencies and organizations; provide staff assistance to the City Administrator; prepare and present staff reports to City Council.
- ▶ Direct, oversee, and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- ▶ Supervise and participate in the development and administration of the Fire budget; direct and make forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement midyear adjustments.
- ▶ Respond to fire alarms and other incidences, such as medical aides and hazardous materials; direct fire suppression activities, as necessary.
- ▶ Select, train, motivate, and evaluate personnel; provide and/or coordinate staff training; work with employees to correct deficiencies; implement disciplinary and termination procedures as necessary.
- ▶ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ▶ Principles and practices of modern day fire suppression and prevention.
- ▶ Pertinent local, State and Federal laws, rules and regulations.
- ▶ Principle and practices of budget development administration.
- ▶ Knowledge of disaster preparedness planning and implementation.
- ▶ Principles of supervision, training and performance evaluation.
- ▶ Principles and practices of municipal organization, administration and personnel management.
- ▶ Principle and practices of volunteer recruitment, training and department integration.
- ▶ Knowledge and experience of working within the Incident Command System (ICS).

Ability to:

- ▶ Plan, organize, direct and control department administration and operations.
- ▶ Communicate clearly and concisely, both orally and in writing, using tact and diplomacy.
- ▶ Prepare and administer a department budget.
- ▶ Develop and implement department policies and standard operating procedures.
- ▶ Analyze problems, identify alternative solutions and implement recommendations in support of department goals and objectives.
- ▶ Operate and have considerable computer knowledge.

Education/Experience/License:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:

- ▶ Five years of increasingly responsible experience in fire safety including three years of administrative and supervisory responsibility.
- ▶ Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science, business or public administration or related field.
- ▶ Possess a valid Class B and Class C Driver's License.
- ▶ Medical Qualifications (Certifications), although not required, are preferred.

WORKING CONDITIONS

A person in this position must be found to be free from any physical, emotional or mental conditions which might adversely affect the exercise of the powers related to a Fire Chief.

Physical condition shall be evaluated by a license physician. The examination will only be given after all other testing for the position has been successfully completed and a conditional offer of employment has been given to the applicant.

Work in an office/field environment; sustained posture in a seated position for prolonged periods of time; walking, standing, twisting, lifting, stooping, think clearly in emergency situations, exposure to an emergency control environment, complete work under inflexible deadlines; and travel to and attend a variety of meetings.

SPECIAL CONDITIONS

Must reside within a 15 minute normal driving time to the Fire Department within one year from the date of appointment.