

Fire Chief

DEPT: Fire
DIV:
DATE: July 2016

FLSA: Exempt
EEOC: Officials/Admin



POSITION SUMMARY

Performs **professional managerial duties** related to planning, organizing, directing, staffing, and coordinating fire prevention and suppression activities within the City. Provides administrative direction and leadership. Acts as advisor to city elected officials regarding fire protection services. This position is designated as at-will.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction from the City Administrator or Mayor.

SUPERVISION EXERCISED

Provides general supervision to Fire Officers and Fire Fighters.

ESSENTIAL FUNCTIONS

Establishes and maintains effective working relationships with staff, city officials, community organizations, other fire department, other agencies, city departments and the general public; represents the city in public, makes presentations; advises city management and city council regarding department operations; responds to the general public and communicates department policy, practice and procedures; serves as departmental Public Information Officer (PIO) communicating with the public and media in behalf of the department.

Plans, directs and administers fire prevention and suppression programs of the city; develops city policy into action plans and strategies; develops and/or approves changes in fire ordinances and codes; directs fire code enforcement programs and practices; determines essential resources needed to achieve program objectives and allocates resources to various phases of department operations; oversees the management of all departmental resources, i.e., equipment, materials, staffing, time/shift allocations and finances.

Prepares and administers department budget; approves ordering of equipment and supplies; verifies costs incurred by department; monitors expenditures to assure conformity to established fiscal constraints; prepares and writes reports on department activity; seeks and applies for alternative funding through grants and other financial programs targeting fire prevention and safety; administers funds and programs to conform to grant requirements; participates as member of state and local committees, i.e., flood plain management, safety committee, etc.

Exercises supervision over department personnel; develops and implements policies and procedures applicable to administrative functions providing policy guidance and leadership; assigns and evaluates work; disciplines personnel when necessary; oversees departmental training related to fire prevention, suppression, investigation, emergency medical response, equipment maintenance and hazardous materials handling.

Coordinates and participates in interviewing, screening and hiring of new department members; participates in the planning and implementation of fire drills; conducts department meetings; updates and informs personnel of new policy changes or procedures; manages the ongoing compliance with accreditation requirements; provides training and mentoring for staff.

Directs departmental emergency response and emergency medical program; participates in and/or delegates investigation of fires (24 hours a day); determines the magnitude and needs of the fire and/or hazardous material incident to expedite suppression or containment and minimize property loss.

May respond to fires and perform as incident commander; directs department personnel in the performance of their duties; makes decisions concerning effective fire strategy, water source usage, overhaul, removal of property, and blockading streets or other entrances while a fire is in progress for the protection of life and property.

Conducts public meetings or issues public notices to inform citizens of fire hazards in the community and activities of the Fire department; enforces rules and regulations established for protection of life and property; may make presentations to schools and civic groups; develops and maintains good public relations with the community.

Develops and oversees station house maintenance and general upkeep; assures upkeep and functional operation of all equipment and firefighting apparatus; assures department readiness to deliver efficient and effective response to fire and emergencies.

Oversees the implementation of inspection programs on local establishments, schools, pre-schools and other high priority safety environments; oversees coordination of fire drill exercises; directs the preparation of regular reports and submits to school administrators, state and/or federal agencies.

Oversees and issues burning permits; provides direction of site reviews to confirm compliance with burn regulations and ordinances; advises citizens regarding safety methods and precautions related to open burning.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from an accredited college or university with a bachelor's Degree in fire science, public administration or related field; master's degree preferred.

AND

- B. Ten (10) years progressively responsible fire fighting experience; Five (5) years of which must have been in a supervisory capacity at a department of comparable size and complexity.

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Extensive knowledge of theories, principles, and practices of effective public administration with special reference to Fire Department police, personnel and budget administration; modern management techniques supervisory practices and evaluation methods; governmental organization and management; principles of practices of effective administration with particular attention to short and long-range strategic planning; principles and methods of budget preparation and monitoring; activities, objectives and ideals of fire and life safety services and operations; facilities equipment and personnel needed to provide fire and life safety services and operations; methods, equipment and materials used in providing fire and life safety services; progressive approaches to employee relations and programs.

Skill in the evaluation of tactical and operational requirements of conflagration situations.

Ability to plan, organize, lead, and direct a progressive public agency with several functional areas; organize and direct the activities of a large staff engaged in providing optimum fire services; plan, prepare and administer an annual departmental budget; effectively analyze and resolve operational and procedural problems; develop formal agreements and contracts with other agencies and communities; make effective oral and written presentations; establish and maintain effective working relationships with staff, city officials, community organizations, other agencies, city departments and the general public.

3. Special Qualifications:

Must possess a valid Utah State Driver's License.

Must be bondable.

Must be certified as Utah State Firefighter I and II

Must be certified as Utah State Fire Officer I

Must possess Hazmat Operations certification.

Must hold the following NIMS certifications: 100, 200, 300, 400, 700a, and 800b.

Certification as Executive Fire Officer preferred

4. Work Environment:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Emergency response travel expected in normal course of performing duties. Many functions of the work pose high degree of hazard uncertainty. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)