



Job Description **Fire/Rescue Chief**

Reports to: City Manager
 Department: Fire/Rescue
 FLSA Status: Exempt
 Pay Grade: 125
 Last Revised: 11/30/20
 Job Family: Executive

BRIEF DESCRIPTION:

The purpose of this position is to lead and provide progressive direction for the Fire/Rescue Department. Plans, organizes, and directs all fire and emergency medical services operations of the Fire/Rescue Department and develop recommendations for the protection of life and property in the City. Administrative duties include planning, directing, and controlling departmental activities including selection of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. The Fire/Rescue Chief consults with the City Manager or designee on policy and planning; commands major incidents; directs training; coordinates with other departments; and interprets local, state, and federal regulations.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Directs and oversees the activities of the Fire/Rescue Department: provides administrative direction and leadership for all departmental functions, operations, and personnel including planning, personnel administration, equipment purchasing, and the allocation of resources; plans, implements, and reviews departmental short- and long-range goals; develops and revises policies and procedures for the administration of the department; establishes operational standards for the department; develops recommendations for the protection of life and property in the City; oversees budget preparations; monitors and controls	80%



		expenditures; consults with the City Manager on issues relating to policy and planning; analyzes information, statistics, and reports on department activities; develops plans designed to maintain department efficiency and responsiveness; attends conferences and seminars to keep abreast in the field; performs related work as required.	
2	L	Emergency Management: commands major incidents; develops action plans; directs strategies and tactics to resolve emergencies; participates in incident analyses.	10%
3	S	City Representative: serves as liaison between the Fire/Rescue Department and various community agencies.	10%

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- the theories, principles, and practices of effective public administration;
- modern management techniques, supervisory practices, and evaluation methods; progressive approaches to employee relations programs.
- the principles and methods of budget preparation and monitoring;
- the methods, equipment, and materials used in providing fire and emergency medical services.

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 a full range of emergency services;
- effectively analyze and resolve operational and procedural problems;
- lead and command effectively in emergency situations;
- plan, prepare, and administer operating and capital budgets;
- make effective oral and written presentations;
- establish and maintain effective relationships with staff, City officials, community organizations, other agencies and City departments, and the general public.
- work safely without presenting a direct threat to self or others.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Graduation from an accredited college or university with a bachelor’s degree in fire science or related field, supplemented with advanced courses in fire administration and emergency medical services.
Experience	At least ten years of progressively responsible administrative and supervisory experience in municipal fire/rescue operations.
Supervision	Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals, and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	This job title has responsibility for final approval of budgetary recommendations to the City Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Driver’s license; appropriate Emergency Medical Technician, firefighter, and NIMS certifications required after appointment; residency within the City required after appointment.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Constantly 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	communicating with co-workers, making presentations, observing work site
Sitting	F	desk work, meetings
Walking	F	around work site, to other departments/offices/office equipment
Lifting	O	equipment, supplies
Carrying	O	equipment, supplies
Pushing/Pulling	R	equipment, tables and chairs
Reaching	F	for supplies
Handling	F	paperwork
Fine Dexterity	F	computer keyboard
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	N	
Bending	O	retrieving items from lower shelves/ground
Twisting	O	from computer to telephone, getting inside vehicle
Climbing	O	onto equipment, stairs
Balancing	R	on equipment, on ladders
Vision	C	computer screen, driving, observing work site, reading
Hearing	C	communicating with staff and others
Talking	F	communicating with staff and others
Foot Controls	O	driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer and associated hardware/software, two-way radio, office equipment, vehicle

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	R
Extreme Temperatures	S
Noise and Vibration	R
Wetness/Humidity	S
Physical Hazards	R

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Various fire protective gear

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A