

FIRE CHIEF

FLSA STATUS - Exempt

DESCRIPTION OF WORK

The Fire Chief is an "At Will" employee who is under administrative direction of the City Manager, performs technical and professional work in directing operations of the Fire Department; plans, organizes, schedules and supervises operation of the Department consisting of full-time and volunteer personnel. Applicability of the personnel policy is limited by section 1.4 of the Personnel Policy Manual and vacation shall accrue as per section 4.3 (8) of the Personnel Policy Manual. Because the Fire Chief is an exempt employee, compensation time does not apply.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Plans departmental programs and functions; work involves fire prevention and suppression, some rescue work and responding to haz-mat emergencies; oversees departmental training programs to assure accuracy of regulations, fire policies, techniques and standards; oversees a fire inspection program; provides fire ground supervision and command; oversees and participates in a public education program; supervises and leads Shift Captains and volunteer firefighters; administers City personnel policies in the Department and recommends actions to the City Manager; maintains departmental personnel records; participates in conferences and seminars to stay current in fire practices and principles; prepares and proposes the annual and capital budgets; administers the adopted budget; reviews planning and development proposals for compliance with fire regulations and needs; oversees maintenance of Department equipment, apparatus and buildings; maintains and improves conditions for the Fire Insurance Rating; prepares operating reports.

OTHER DUTIES: Works with other departments of the City and other agencies; performs related duties.

QUALIFICATIONS

Thorough knowledge of the modern principles and practices of fire prevention and fire fighting.
Knowledge of budget preparation and administration.
Ability to operate prepare and present meaningful reports and proposals orally and in writing.
Ability to maintain confidentiality.
Ability to work effectively in adverse conditions and weather.
Ability to supervise activities at fire and other emergencies in a sound and logical manner.
Ability to speak clearly and effectively to groups and the staff.
Ability to establish and maintain effective working relationships with employees, other agencies, officials and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform light and moderate physical work and to lift and carry up to 50 pounds;
Ability to stand, walk, sit, ride, climb, crawl, reach, pull and perform similar body movements;
Possesses hand/eye/foot coordination adequate to operate computers and office equipment, fire apparatus and equipment, and a vehicle;
Ability to talk and hear in person and by telephone, and two-way radio;
Ability to see and read instructions, manuals, budgets and other documents, gages and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of education and experience equivalent to an Associates Degree in Fire Science or a related major, and eight years in the fire service, including three years in a super-visory capacity. A bachelor degree is desirable.

SPECIAL REQUIREMENTS: Certified as a Fire Officer by the State; possession of a valid driver's license.

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