

Job Description FIRE CHIEF

DEFINITION

The Fire Chief is responsible to the Town Administrator for the administration and supervision of departmental employees and for the day-to-day operations of the Fire Department. He/she serves as a key member of the Town's management team with specific responsibilities for supervising, managing, directing and coordinating the fire function, including performing a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. The Fire Chief functions with a high degree of independence and utilizes mature judgment, planning abilities and organizational skills. He/she establishes priorities, programs, and acceptable performance levels for the department; is committed to the vision and values of the Town through ethical conduct, community stewardship, individual initiative and responsive service; demonstrates leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision making, personal accountability and responsibility.

ESSENTIAL FUNCTIONS OF THE JOB

(The following duties are not intended to serve as a comprehensive list of all duties performed and are only a representative summary of the primary duties and responsibilities. Incumbent may be required to perform all duties listed and may be required to perform additional position specific duties.)

- Plans, directs, coordinates, and evaluates the activities of all full-time, part-time, and volunteer fire department personnel.
- Directs fire-fighting personnel in the performance of firefighting duties and oversees paramedic ambulance operations.
- Enforces Town fire protection codes and regulations, directs the inspection of premises and property within the Town corporate limits for code compliance; helps in providing assistance to the Planning Department staff in the review of proposed industrial, commercial, or residential development plans to assure they adhere to Town fire codes; confers or corresponds with architects, building owners, and contractors concerning questions about building/fire codes and regulations.
- Plans, develops, directs, and implements a comprehensive training program for all firefighter staff designed to achieve full operational capability in all areas of firefighter proficiency (such as Haz-Mat certification and crash, fire rescue operations, EMT, Paramedic, etc.)
- Through subordinate fire managers, assumes accountability for assuring all Department vehicles and equipment are kept in proper working order and that appropriate preventative maintenance programs are properly followed.
- Prepares and manages the departmental annual budget and Capital Improvement Budget (CIP), including justification for departmental requests, uses this information to prepare weekly, monthly, and yearly activity reports to assess departmental performance and effectiveness; reviews and approves purchase requisitions for materials and equipment; develops bid specifications, evaluates bids, maintains sufficient inventory of equipment and supplies.
- Establishes and maintains working relationships with other suburban and County fire departments, ambulance services, and with other Town Department Heads to facilitate program effectiveness.
- Handles the Fire Department's end of Town personnel administrative functions to include reviewing/approving requests for sick and annual leave, recommending merit increases, hearing grievances and recommending solutions, all of which should be consistent with sound personnel administrative practices.
- Prepares or completes various forms, reports on observations from inspections to accurately reflect the findings, correspondence, logs, checklists, supplemental reports, confidential information files, field interview reports, inventory records, vehicle maintenance requests, work injury reports, vacation/leave requests, or other documents.

- Receives various forms, reports, correspondence, investigative reports, offense reports, supplemental reports, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, material safety data sheets, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.
- Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, database, email, Internet, or other computer programs such as Microsoft Word, Excel, Power Point, and Outlook; maintains records, logs, inspection reports, complaint investigations, and files of work activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference or review.
- Communicates in person, by telephone, and/or two-way radio with supervisors, officers, employees, dispatchers, other divisions/departments, fire department agencies, fire personnel, emergency/medical personnel, victims, school personnel, the public, the media, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems, provide information and assistance, or respond to requests for service or assistance; communicate effectively and coherently over fire and law enforcement radio channels while initiating and responding to radio communications.
- Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, and codes; participates in physical fitness training and continuing education activities; reads professional literature; maintains professional certifications and affiliations; attends work on a continuous and regular basis.
- Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks; serves as the safety officer for the Town, including safety operations of special events, Town functions and Public Education.
- Represents the Town Fire Department with the State Fire Marshal's Office and with Fire Professional Associations; attends Board of Mayor and Aldermen meetings and other relevant government and business meetings, where appropriate, outside regular business hours.
- Assures fire and medical training records are maintained and kept current on all full-time, part-time, and volunteer staff and counsels employees on further career development opportunities the department can make available to them.
- Approves work schedules and assignments; promotes and maintains an awareness of proper worker safety guidelines and procedures among staff and assures these are applied in the performance of daily activities and tasks.
- Oversees the investigation into causes of fires, including those of suspicious origin, and the submission of reports to the Office of the State Fire Marshal, as required, and coordinates arson investigation efforts with law enforcement.
- Performs general/clerical tasks, which may include making copies, sending/receiving faxes, or filing documentation.
- Provides assistance to other employees or departments as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. The ability to plan, direct, assign, and command operations of staff and equipment engaged in diversified functions, which may involve danger to life and/or property. Requires the ability to establish and maintain effective working relationships with other Town employees, subordinates, representatives of cooperating agencies, and the citizenry.
- Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

- Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Requires the ability to express oneself clearly and concisely, both orally and in writing. Ability to speak before public groups on plans, programs and goals of the Fire Department and Public Safety.
- Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable. Considerable knowledge of modern principles, methods, and procedures of fire administration, management, and the technical aspects of firefighting.

WORK ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions.

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, chlorine gas, methane gas, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease or pathogenic substances.
- Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, depth, texture and visual cues or signals.
- The typical work schedule is Monday through Friday from 7:00 a.m. to 4:00 p.m.; schedule is subject to change based on organizational needs and to call out at any time of the day or night on any day of the year.

CERTIFICATIONS

- Must have the following Certifications on Fire Fighting Standards and Education:
 - Firefighter I & II
 - Fire Instructor I
 - Fire Officer I
- Must Possess and maintain a valid State of Tennessee driver's license.
- NIMS courses IS-100, IS-200, ICS-300, ICS-400, IS-700 and IS-800.

Qualifications

Requires four (4) years of college with course concentration in Fire Science, Public Administration, Business, Management, or a closely related field; Certification as an Emergency Medical Technician or higher and, Executive Fire Officer (EFO) graduate from the National Fire Academy, preferred; fifteen years of fire service experience with eight (8) years of progressively responsible administrative and supervisory experience in fire service, EMS and life safety emergency response work, community risk reduction, or equivalent relevant experience.

SPECIAL REQUISITES

Applicants must not have been convicted of a felony or any misdemeanor that involved force, liquor, or drug laws. Applicants who have military service must possess an "Honorable" discharge. Must establish and maintain their actual bona fide residence within a time to travel no greater than fifteen (15) minutes within the Town's corporate limits.