



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Fire Chief
DEPARTMENT: Fire
REPORTS TO: City Manager or his Designee
LAST UPDATED: January 13, 2016
JOB CLASS:
FLSA DESIGNATION: Exempt

Summary: Under general direction of the City Manager or his designee, the Fire Chief oversees and manages delivery of fire suppression, emergency medical services, rescue operations, hazardous materials responses, emergency management planning and public education programs. Oversees and supervises the Fire Marshal's Office for fire protection, alarm system plan review, approval and inspection of all commercial and multi-family structures. Supervises assigned department staff.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Oversees daily operations, activities, programs and services of the Fire Department.
- Manages large and moderate scale emergency operations and incidents.
- Interacts and consults with senior staff regarding overall management, staff motivation and morale and policy development and implementation.
- Meets with individuals, community groups and leaders to determine needs and issues of the community.
- Elicits respect and trust through actions and leads by example
- Complies with all written department and city policies and procedures
- Develops strategic long range plans to determine goals and objectives for the department.
- Develops budget plans, projections, and justifications for annual budget.
- Develops, oversees and implements new and innovative programs and services that emphasize creative problem solving.
- Monitors current expenditures to implement current goals and objectives for programs and services.
- Reviews and assigns staff resources as needed to achieve objectives of programs and services while monitoring safety and personnel issues.
- Conducts problem solving sessions with other personnel for internal personnel issues, investigations, and coordination of services to best meet department and community needs.
- Conducts ongoing observation and evaluation of activities, services, programs and personnel in order to assess performance, and evaluation of individual, unit and department strengths and weaknesses.
- Responds to and monitors the situation at the scene of emergencies, incidents, and accidents and responds to media inquiries.
- Researches equipment needs, specifications and costs.
- Prepares and monitors annual department budget projections, justification and presentation to City Council.
- Prepares and approves purchase orders and bid specifications.
- Reviews proposed development and building plans with developers, builders, engineers and architects to develop strategies to meet all fire safety codes and monitors expansion of service provision.

- Attends City Council meetings to respond to officials and citizen concerns or to monitor direction of City Council policies and procedures.

Other Important Duties:

- Prepares presentations, training, statistical analysis and management level reports as needed.
- Travels to respond to calls for service and to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of administration management and oversight of a municipal fire department.
- Knowledge of Federal, National, State and City Fire Codes and ordinances.
- Knowledge of fire prevention, suppression, and education methods, practices and procedures for a variety of fire, hazardous materials responses, emergency management systems, emergency medical services and rescue operations.
- Knowledge of budget projection, development, management and justification practices and procedures.
- Knowledge of City policies and procedures.
- Proficiency in the use of computers and related equipment, hardware and software for development and tracking of fire safety, sprinkler systems inspections, annual reviews, and noncompliance issues.
- Skill in effective oral and written communications.
- Skill in conducting inspections and investigations and enforcing fire codes and regulations.
- Skill in responding to and managing emergencies and incidents.
- Skill in planning, developing and implementing department procedures and objectives.
- Skill in effectively leading, supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Fire Science, Public Administration, Business Administration or related field (Masters Degree Preferred), **and** ten (10) years fire fighting field experience, including five (5) years at a senior management or command level; **or** equivalent combination of education and experience.
- Certification or eligibility for certification as a Master Fire Fighter and Head of the Department by the Texas Commission on Fire Protection
- Must pass a pre-employment drug screen, criminal background and MVR check.
- Must possess State of Texas Class C Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and field environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to dangerous machinery, extreme weather conditions, hazardous chemicals and toxic substances, air and water borne pathogens, infectious diseases, and extreme heat.
- May be subject to wearing and functioning for extended periods in full protective clothing and self-contained breathing apparatus.
- May be subject to bending, reaching, kneeling, climbing ladders, operating firefighting equipment, walking over rough unstable terrain, entering burning and smoke filled buildings, and lifting and carrying individuals when responding to emergency rescues and fires.
- May be exposed to hostile, angry, or emotional citizens and business owners.
- Must be able to lift up to 50 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, mobile data computers, Fire Department equipment, radio communications equipment, thermal imaging cameras, and department vehicle.

Approved By:

Signed by Lauren Safranek, Director of HR

Lauren Safranek, Director of Human Resources

06/25/2015

Date



Shannon Allyn, Human Resources Generalist

06/25/2015

Date