

FIRE CHIEF

FLSA: Exempt

GENERAL SUMMARY

This is a department head classification responsible for directing, planning and organizing the activities of the Fire Department. Supervision is exercised directly or through subordinate officers over a large number of subordinates within three job families. Reporting to the City Manager, work is performed with extensive discretion using independent judgement within established laws, ordinances, policies and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Plans and directs the operation of the fire department, including fire inspection, fire suppression, fire prevention and rescue programs
- Develops policies and procedures and short-term and long-term goals and objectives for the department
- Recommends policies to and reviews proposals with the City Manager; prepares monthly departmental activity report for the City Manager's review
- Conducts conferences with subordinate officers, to ensure efficient operation of the department
- Supervises the administrative activities of the department, including payroll, maintenance of records, purchase requisitions, budget preparation, issuing of permits, scheduling of shift personnel
- Reviews recommendations on employee and operational problems from subordinate officers, makes final determinations and/or takes appropriate actions
- Reviews and coordinates training procedures and programs, for the fire department
- Maintains public relations with the community and also reviews citizen's complaints, resolves citizen's problems
- Serves on committees and attends professional meetings and seminars in order to stay abreast of modern firefighting techniques, new developments, regulations, laws
- Performs other related duties as assigned by the City Manager

KNOWLEDGE, SKILLS AND ABILITIES

An Associate's Degree in fire science from an accredited college or university and ten years of progressively more responsible experience in the fire service or any equivalent combination of experience and training that would provide the following knowledge, skills and abilities:

- A current American Red Cross Certification in Advanced First Aid
- A current ARC or AHA CPR certification

- Knowledge of modern firefighter techniques and methods and the ability to apply this knowledge to various fire suppression, prevention and rescue problems
- Knowledge of the use and operation of modern firefighting equipment and apparatus
- Knowledge of the laws, rules and regulations relating to fire control, rescue and building inspection
- Knowledge of local, State and Federal building inspection codes
- Decision making skills in order to make quick and accurate decisions
- Supervisory skills in order to effectively work with subordinate personnel
- Written and oral communication skills in order to prepare clear concise reports and correspondence and communicate effectively with coworkers and citizens
- Ability to establish and maintain effective working relationships with supervisor, subordinates, coworkers and the public
- Possess and maintain a valid Michigan Driver's License

PHYSICAL DEMANDS

The physical demands characterized here epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to: sit; climb or balance; stoop, kneel, crouch or crawl. Frequently, the employee is required to stand, walk, use hands to finger, handle or feel objects and reach with hands and arms. It is crucial to the outcome of job tasks that the employee is able to: talk or hear; taste or smell extensively.

The employee in this classification will be required to lift objects of up to 25 pounds extensively. Furthermore, occasionally the employee will be called upon to lift/move objects weighing more than 100 pounds. Vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS

Works in a climate controlled office environment. In the case of an emergency situation, the employee may be called to the scene of a fire, thus subjected to the same working conditions as the Fire Captain.

AUTHORIZATIONS

Judi Smith, Human Resources Manager

Date

Edward B. Koryzno, Jr., City Manager

Date