

POSITION TITLE: FIRE CHIEF - Volunteers
FLSA STATUS: Exempt
CLASSIFICATION: Fire Services
REPORTS TO: City Administrator

SUMMARY:

Performs complex professional and administrative work planning, directing, coordinating, supervising and commanding the City Fire volunteers; does related work as required.

DISTINGUISHING FEATURES OF WORK:

This is responsible administrative and technical work in the direction of all employees and activities of the City Fire Volunteer Department. The employee in this position is responsible for the protection of lives and property of the city and for the Fire Department organization and direction of all fire service functions.

Work involves planning, directing, and controlling fire inspection, fire prevention, fire suppression operations. The work also extends to supervision and providing for the training, assignment, and discipline of all Volunteer Department members. The employee is expected to function independently of direct supervision with respect to technical fire procedures and practices. Work performance is reviewed through observation, analysis, and overall city fire protection.

ESSENTIAL EXAMPLES OF WORK:

Assume full management responsibility for all Volunteer Fire Department services and activities including fire suppression, hazardous material mitigation, fire and life safety code compliance, emergency medical services, recommending and administering policies and procedures.

Manage the development and implementation of Fire Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems; identify opportunities for improvement; direct the implementation of changes.

Select, train, motivate and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Plan, direct and coordinate the Fire Department's work plan; meet with the City Administrator to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Fire Department activities with those of other departments and outside agencies, schools, and organizations; provide staff assistance to the City Administrator and City Council; prepare and present staff reports and other necessary correspondence.

Assure proper maintenance and availability of equipment, apparatus, buildings and other facilities.

Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.

Prepare a variety of technical and Departmental activities reports and records; prepare permits to be issued to the public as authorized or required by ordinances.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Fire department activities and services, including modern fire suppression techniques, fire prevention, emergency medical services, all applicable fire and life safety codes, hazardous incident mitigation techniques, record keeping, and department administration.

Operation, maintenance and uses of firefighting apparatus and equipment.

Pertinent Federal, State, and local laws, codes and regulations including the International Fire Code.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Incident command theory.

Medical First Responder, C.P.R., and other basic medical assistance techniques.

Local geography including the location of water mains and hydrants and the major fire hazards of the City.

Principles of supervision, training and performance evaluation.

Ability to:

Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Fire Department.

Identify and respond to community, City Administrator, and City Council issues, concerns and needs.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire suppression and prevention services.

Plan, direct and review fire suppression, fire and life safety code compliance, emergency medical service, and hazardous materials emergencies operations and activities.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

Physical requirements: Ability to pass reasonable fitness and physical standards to safely perform work as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, and safely operate tools and equipment used in work; dexterity and fitness sufficient to safely operate; utilize and maintain tools and equipment used in work; ability to lift and carry average sized individuals and objects of about 75 pounds, though greater weights may at times be lifted, carried, and/or placed; dexterity and fitness sufficient to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, run and otherwise perform physical functions of the assignment.

Work Environment: Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element; work environment demands frequent confinement with restrictions on movement or awkward working positions and protective equipment is required to safely perform work; generally physical and working conditions are such that moderately serious cuts, bruises, burns, sprains, or illness causing confinement may occur despite provision of safety and health precautions (some lost time is usually involved).

Training and Experience: Graduation from high school and any combination of training and experience substantially equivalent to possession of an Associate's degree in fire science or other acceptable field and **ten** years of broad and extensive experience in municipal firefighting, **including three years in an administrative and supervisory capacity.**

Necessary Special Qualification: A valid Drivers License appropriate to the assignment and good driving record are required. Must be at least 21 years of age. **Must have a State of Tennessee Commission on Firefighting Firefighter II certification. Must possess and maintain a State of Tennessee Medical First Responder certification and a State of Tennessee Fire Inspector certification.**

I acknowledge that I have read the foregoing and understand its content.

Signature

Date