

JOB TITLE: Fire Chief
REPORTS TO: City Administrator

FLSA: Exempt
DATE: 7/02

GENERAL DEFINITION OF WORK:

Under administrative direction of the City Administrator, direct, plan, and manage all fire fighting, fire prevention, emergency medical services, and emergency management activities for the protection of life and property in the City.

ESSENTIAL JOB FUNCTIONS:

1. Direct and coordinate, through subordinate level managers, department activities including fire suppression and prevention, rescue, emergency medical treatment, hazardous materials response, training programs, and equipment maintenance and repair.
2. Plan and direct the implementation of the department's short-and long-term goals, objectives, and strategies in accordance with City mission.
3. Prepare reports on departmental activities and supervise others in the preparation of reports to the City Administrator and Mayor and Board of Aldermen.
4. Direct and participate in the development and administration of annual departmental budget; evaluate needs and make recommendations for construction of fire stations and the purchase of apparatus and equipment.
5. Monitor and evaluate the efficiency and effectiveness of services provided, evaluate new trends and innovations in the field of fire services, and establish operational standards and policies for the department accordingly.
6. Develop and maintain a comprehensive emergency management plan for the City and serve as the City liaison with surrounding municipalities and government agencies to coordinate mutual emergency management plans.
7. Review legislation to assure Department compliance with appropriate fire and emergency service-related laws, regulations, statutes, and codes and direct Department inspection/enforcement activities.
8. Oversee and approve the selection, assignment, training, promotion, evaluation, and discipline of personnel.
9. Coordinate fire department activities and maintain liaison and work relationships with other City Departments, citizens, community groups, and other federal, state, county, and local enforcement related agencies.
10. Represent the department at a variety of meetings, public functions, and conferences to provide and obtain information and to promote and coordinate department activities.
11. Respond to emergencies as required, assume command when appropriate or necessary, perform the full range of duties of a Firefighter including operation of fire apparatus and providing emergency medical care as needed.
12. Participates as a member of the City's Executive Team assisting the City Administrator, Mayor and Board of Aldermen on fire service-related matters.

OTHER JOB FUNCTIONS:

1. Perform related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of fire administration, personnel management and budget administration
Thorough knowledge of fire suppression, rescue and emergency medical services principles, practices, apparatus, equipment, techniques and methods.
Thorough knowledge of local, state and federal laws governing fire/rescue services.
Knowledge of OSHA, ANSI, NEC, NFPA, and General Industry Standards.
Knowledge of radio and telephone communications systems and methods of operation.
Ability to prepare technical and administrative recommendations and reports.
Ability to handle confidential and sensitive material in a highly professional manner.
Ability to plan and schedule the work of others and to supervise, motivate, and evaluate staff.
Ability to speak effectively before officials and citizen groups.
Ability to communicate effectively, both orally and in writing.
Physical ability to perform essential job duties.

EDUCATION AND EXPERIENCE: Bachelor's degree in Fire Science or related field. Seven years of broad and extensive supervisory experience in municipal fire service-related work, or any combination of education, training, and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.

WORKING CONDITIONS: Primarily an office setting. Requires mobility sufficient to represent the City at various meetings and occasions. May assume command at the scene of a major fire or emergency. Working conditions will vary depending on the nature of the response scene; scenes may, at times, be extremely hazardous.

SPECIAL REQUIREMENTS: Possession of a valid Class D driver's license with "F" endorsement. Must meet and maintain qualifications and training standards as established by the Department and the State of Tennessee.