

	<p style="text-align: center;"><ANYTOWN> FIRE DEPARTMENT <i>Job Description Fire Chief</i></p>	<p style="text-align: right;"><i>Approved: September X, XXXX</i></p>
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GENERAL PURPOSE

Responsible for the overall management and direction of Fire Department operations and business

SUPERVISION RECEIVED

Mayor and Board of Aldermen

SUPERVISION EXERCISED

Fire Department Staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for department administration, to include budgeting, equipment purchasing, record keeping, personnel assignment, maintaining department Standard Operating Procedures and reporting to the Tennessee Fire Incident Reporting System.
- Responsible for keeping the Mayor and Board of Aldermen informed of department affairs.
- Responsible for developing and carrying out hiring guidelines, discipline and grievance procedures, and grounds for dismissal.
- Responsible for disaster planning, preparation and response.
- Responsible for firefighter health and safety.
- Responsible for fire prevention, including inspection, preplanning, fire investigation and public fire education.
- Responsible for long term fire protection planning.
- Responsible for media and public relations.
- Maintains competency in current operational procedures and keeps abreast of current trends in fire service technology.
- Evaluates and facilitates positive relationships between department personnel and other agencies.
- Assumes command, as necessary, of all types of emergency scene operations using established Incident Command System procedures.
- Carries out duties in conformance with department policy.
- Completes assigned projects and duties in a safe and timely manner.
- Coordinates activities and exchanges information with other departments and agencies.

PERIPHERAL DUTIES

- Serves as a member of the Local Emergency Planning Committee
- Serves as a member of the Emergency Management Agency Advisory Committee
- Serves as member of the City Safety Committee
- Serves as City Safety Director
- Designated OSHA safety liaison/coordinator for the City of <Anytown>
- Serves as Assistant to the Commissioner of Commerce and Insurance (TCA 68-102-108)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- Must possess a high school diploma or GED equivalent.
- Must be eighteen (18) years of age.
- Must possess a valid Tennessee driver's license.
- Must reside in the City of <Anytown> in accordance with the City Charter
- Must be able to read, write, and speak the English language.
- Must be able to meet the physical requirements of the department.
- Must successfully pass required drug screening

Education and Experience:

- Must have a minimum five years fire service management experience.
- Must have successfully completed and maintain all requirements and skills of an Assistant Fire Chief.
- Must have successfully completed Fire Officer III training from the Tennessee State Fire Academy or equivalent training.
- The education and experience requirements in this position description do not apply to personnel presently in this position but does apply when considering promotions or new hires.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Extensive Knowledge of:

- Management of Fire Department operations and personnel.
- Fire behavior and characteristics.
- Firefighting techniques, practices, and standards.
- Hazardous materials emergency operations and management.
- Department policies and procedures.
- Supervisory and motivational skills necessary to effectively manage department personnel.

- Safety management and operations
- ISO Grading Process

Working knowledge of:

- Fire department operations.
- Operations, procedures, and department goals and standards.

Ability to:

- Effectively supervise others.
- Follow verbal and written instructions.
- Establish and maintain effective working relationships.
- Analyze situations quickly and make decisions regarding the management of emergency situations.
- Handle sensitive information in an appropriate manner.
- Work effectively as part of the management team.
- Identify problem areas and make appropriate adjustments.
- Prepare concise state and departmental reports and records.
- Communicate effectively, both orally and in writing.

TOOLS AND EQUIPMENT USED

Included but not limited to, fire apparatus and fire pumps, hoses, ladders, axes, pike poles, self contained breathing apparatus, other standard firefighting equipment, radio, pager, personal computer, telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily light physical work associated with administrative duties

This position requires the emotional and psychological stability needed to work in a professional emergency service environment. A professional firefighter must be able to accept constructive criticism in a mature fashion, effectively communicate and interact positively with fellow employees and the public, function as part of a team, tolerate and function effectively under stress, deal calmly and effectively with extreme trauma, violence, physical and mental illness, disability, injury and death.

Regular work hours are 8 hours a day 40 hours a week but may be extended in the event of disasters, manpower shortages, workload, or calls in progress. The employee must be available and present for work as scheduled, be on call as ordered or needed in an emergency, and perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

WORK ENVIRONMENT

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

Primarily administrative office environment

The above statements in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.