



Job Opportunity

Position: Fire –EMS Chief

Neodesha Fire-EMS Department

SALARY: Pay Grade 08; \$21.64 – \$34.95 per hour; Starting Wage Dependent on Qualifications

MINIMUM QUALIFICATIONS: The Fire/EMS Chief is expected to have a minimum of ten (10) years of similar or related experience and is expected to acquire the necessary knowledge and skills to perform the job reasonably well within one (1) year of hiring. The applicant must be a U.S. citizen; The Fire/EMS Chief is required to have a high school diploma or GED equivalent; and possess certifications as a Firefighter (1) and (2), Driver Operator, Fire Instructor (1), Fire Inspector (1), Fire Officer (1), and Kansas EMT. Additional desirable education: certification as a Kansas AEMT or Paramedic, an Associate's degree in fire science and or a Bachelor's degree in business management. In addition to the minimum education requirements listed above, the employee is expected to have training in NIMS to the 300 and 400 level, possess a Class B drivers' license, or above. The employee should also be able to operate fire pumps, SCBA equipment, and have a strong knowledge of current fire suppression techniques, rescue activities, and modern medical treatment techniques. Safe handling of hazardous materials releases, and disaster management skills are needed. The employee must be able to understand and anticipate problems, prepare reports, follow and enforce department and city policies/procedures, and to read and interpret written instructions, maps, manuals, and instructional materials. This employee should possess excellent public relations, supervisory, organizational, oral, and written communication skills. Independent problem solving is involved in this position. This employee encounters problems with personnel issues, fire suppression and other emergencies, patient care and assessment, and ensuring proper staffing levels are maintained. Applicant must be energetic and team oriented. Excellent leadership and communication skills are a must. The Fire/EMS Chief must be involved in the community in order to provide a positive reflection on the department and the City. Exposure to weather extremes, excessive noise, heights, confined areas, and contact with asbestos, explosives, hazardous chemicals, human blood/fluids, infectious disease and possibly radiation are all within the scope of the Chiefs duties.

RESPONSIBILITIES: Independent decision making is involved in this position. The Fire/EMS Chief makes critical decisions concerning the safety of life and property of citizens as well as the employees within the department. The Fire/EMS Chief makes decisions on a daily basis about resolving personnel issues, coordinating department activities, and enforcing department and city policies and procedures. The Fire/EMS Chief exercises frequent supervision over personnel within the Fire/EMS department and is supervised by the City Administrator. The Fire/EMS Chief is responsible for city and departmental equipment and resources. The Chief has authority to purchase needed supplies and/or equipment up to a predetermined limit, within the approved budget, without prior approval and participates in the annual budget process for the Fire/EMS department. This employee interacts daily with other employees, particularly within the Fire/EMS department, and with the public. The Chief interacts with other Supervisors, the city Administrator, the Governing Body and with the public in general. Much of the Chiefs duties are conducted indoors. However, at times, the Chief may be required to answer calls as well. Due to this possibility, adverse working conditions exist within this position.

BENEFITS: Health/Dental/Vision Insurance available. Sick leave, vacation, personal days as well as 9 paid holidays. KPER Retirement Program; Life Insurance Policy with premiums paid by the City. Various other coverages are available at the employee's cost. Free single membership to local fitness center.

OBTAINING AN APPLICATION:

- Applications are available on the City's website: www.neodesha.org
- Employment applications may also be obtained from City Hall, 1407 N 8th St., Neodesha KS 66757
PH: 620-325-2828

For additional information please contact:

Ed R. Truelove, City Administrator

PH: 620-325-2828

E-mail: etruelove@neodeshaks.org

Current resume must be submitted along with the application.

CLOSING DATE: Applications will be accepted until 4:00 p.m., February 8, 2021