



FIRE CHIEF

SUMMARY DESCRIPTION

Under the supervision of the City Manager, the Fire Chief is an exempt position under FLSA which performs administrative duties. Supervising the management of the department, budget administration, and resolving personnel issues and citizen concerns are the primary responsibilities of this position. This employee also addresses related programs such as civil defense and safety programs. This employee should possess excellent communication, organizational, supervisory, management, and public relation skills. The City of Herington is a Commission-Manager form of government.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Directs the daily activities of the Fire Department;
2. Makes recommendations to the City Manager concerning personnel; Assists in budgeting, and monitors all expenses;
3. Monitors all fire service training for full/part-time and volunteer personnel;
4. Develops and administers departmental policy and procedures; Monitors all fire safety and prevention activities;
5. Reviews and proposes revisions to local fire codes and ordinances; Reviews and approves all new construction plans;
6. Monitors vehicle maintenance and repairs;
7. Administers personnel policy and procedures;
8. Directs fire and emergency operations at fires, accidents, natural disasters, and hazardous materials in the City and Fire Districts;
9. Responsible for inspections and issuing permits;
10. Fields questions, concerns, and complaints from the general public;
11. Assists other departments as the need arises;
12. Coordinates department activities with other departments;
13. Performs fire cause determinations (non arson);
14. Attends City Commission meetings and other required after-hours activities, as requested, and submits periodic reports to the City Manager regarding Department activities and prepares other reports as necessary.
15. Performs other duties as deemed necessary or assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Experience: Three to five years of similar or related and some experience in a supervisory position is required.

Education: A high school diploma or GED is required. Extra schooling is preferred. In This employee should possess certification in CPR and First Aid, Firefighter II, EMT certification. Must also obtain or have ICS 100, 200, 300, 700 and 800 within one year of employment, and have a valid Driver's License.

Technical Skills: A thorough knowledge firefighting techniques, safety procedures, Fire and Life Safety Enforcement, and building codes. This employee must be able to efficiently operate computers, telephone systems, two-way radios, and firefighting equipment. The ability to interpret data, to complete and check reports and documents, to develop department policies and procedures, to understand and anticipate problems, and to read and interpret manuals, reports, and written instructions is required. This employee should possess excellent public relation, supervisory, organizational, management, oral and written communication skills.

Problem Solving: Frequent independent problem solving is involved in this position. This employee encounters problems with personnel issues and hazardous fire situations.

Decision Making: Frequent independent decision making is involved in this position. This employee makes decisions about_ prioritizing assignments, resolving personnel issues and citizen complaints, preparing the annual budget, and performing daily duties in the most efficient manner.

Supervision: This employee works independently with occasional supervision from the City Manager, and exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is responsible for the safe operation of department equipment, does have authority to purchase necessary equipment and supplies, and does participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, subordinate personnel, and at times the public in extremely tense and stressful situations. The Fire Chief interacts with co-workers and subordinates in a non-traditional workplace.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and all types of weather conditions is expected. This position contains an element of risk to personal safety. This employee may be exposed to structural collapses, and contact with bloodborne pathogens.

Physical Requirements: The Fire Chief must be in excellent physical condition. Manual labor including heavy lifting, pulling, and carrying 100 lb. objects and equipment is expected.

Residency Requirement: Must reside within the USD 487 boundaries.

FLSA Status: Non-Exempt

Starting pay range is from \$50-55K

Updated December 2020

