

## Fire Chief

City of McPherson

Fire Department

### POSITION SUMMARY

Under the direction of the Mayor and City Commission, the Fire Chief is an exempt position under FLSA which performs administrative duties. Coordinating department activities, supervising subordinate personnel, and developing department policies and procedures are the primary goals of this position. This employee is responsible for protecting the lives and property of the citizens of McPherson by supervising the activities of the fire crews during fire suppression, technical rescues, hazardous materials responses, and while providing emergency medical care. This employee should possess excellent communications, supervisory, organizational, managerial, and public relation skills, as well as a thorough knowledge of ICS. This position will stay open until February 16<sup>th</sup>, 2024, until 5:00 pm. Any interested candidates will apply at [ksgovjobs.com](http://ksgovjobs.com).

### ESSENTIAL FUNCTIONS

- Protects the lives and property of the citizens of McPherson;
- Hires, supervises, evaluates, and disciplines subordinate personnel;
- Prepares scheduling for the department;
- Responsible for the preparation of the annual department budget;
- Responsible for short-range and long-range planning for the department;
- Prepares specifications for new vehicles and equipment;
- Prepares, evaluates, and approves new programs;
- Performs public relations;
- Develops and administers department policies and procedures;
- Provides for the training of personnel;
- Assures department meets local, state, and federal codes;
- Serves as a member of the City Management Team;
- Provides overall direction and leadership for the department;
- Must be able to provide credible testimony in any court proceedings;
- Enforces department policies and procedures;
- Enforces safety procedures and practices.

### MARGINAL FUNCTIONS

- Serves on advisory boards;
- Conducts public education programs;
- Assists with the training of area Fire Fighters;
- Works with professional groups to promote fire safety;
- Provides guidance to local industries on safety issues;
- Performs other duties as deemed necessary.

#### Classification

#### Quick View

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

KP&F: ELIGIBLE

OSHA:  
BLOODBORNE PATHOGENS  
HAZARDOUS MATERIALS  
CONFINED SPACES

WORKING CONDITIONS:  
HAZARDOUS CHEMICALS  
ASBESTOS  
EXPLOSIVES  
RADIATION  
ELEMENT OF RISK  
ADVERSE WEATHER

## **FIRE CHIEF POSITION REQUIREMENTS**

**Experience:** Ten or more years of firefighting experience, with five or more years of supervisory firefighting experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

**Education:** A high school diploma or GED and a technical degree or college degree credit in Fire Science or a related field is required. This employee must be certified in emergency medical care, may also be certified in Cause and Origin Investigation, and have extensive emergency operations training. A valid Kansas Driver's License (KDL) and have and maintain a good driving record is also required. ICS 100,200,300,400,700, and 800. National Fire Academy executive officer preferred.

**Technical Skills:** A thorough knowledge of fire suppression techniques, safety procedures, Fire & Life Safety Code Enforcement, and personnel management is required. This employee must be able to operate computers, telephone systems, two-way radios, and firefighting equipment. The ability to prepare reports and memos, to understand and anticipate problems, to understand and develop department policies and procedures, and to interpret written instructions, manuals, reports, local, state and federal fire codes, and department files is required. This employee should possess excellent public relations, supervisory, organizational, managerial, oral and written communication skills.

**Problem Solving:** Independent problem solving is involved in this position. This employee encounters problems with Fire Code interpretation, personnel issues, and large and hazardous fire situations.

**Decision Making:** Independent decision making is involved in this position. This employee makes decisions about resolving personnel issues, resolving citizen and community fire safety issues, and prioritizing department activities and goals.

**Supervision:** This employee works under the direction of the Mayor and City Commission. This employee exercises frequent supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for department resources and equipment. This employee does participate in the annual budget process.

**Personal Relations:** This employee has daily contact with the general public and at times deals with the public in extremely tense and stressful situations. The Fire Chief interacts with co-workers and subordinates in a non-traditional workplace. Daily interaction with supervisors and other department heads is expected.

**Working Conditions:** Adverse working conditions exist within this position. Exposure to extremes of heat and cold is expected. This employee is also exposed to structural collapses, contact with hazardous materials, explosives, asbestos, and radiation, work from heights and in confined spaces, and work around heavy machinery. This position contains a significant risk to personal safety. Exposure to blood borne pathogens while responding to and providing emergency medical treatment can be expected

**Physical Requirements:** The Fire Chief must be in excellent physical condition. The type and amount of personal protective clothing required to perform the duties of the Fire Chief along with the working conditions listed above creates a significant increase in physical stress to the well

being of the employee. Manual labor including heavy lifting, pulling, and carrying heavy objects and equipment is expected. Climbing is a significant aspect of the job. Decisions made during critical moments at emergencies increases mental stress.

**Residence requirements:** Live within McPherson city limits and maintain an active cell phone. A stipend will be provided

*\*\*\*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

Update 6/10/2020

Department of Labor classification: Level 4 position

