

POSITION DESCRIPTION

Fire Chief

Department:	Fire
Division:	Administration
Grade:	29
Bargaining Unit:	Austin Associates Organization
FLSA Status:	Exempt
Reports To:	City Administrator
Date:	November 2021

General Purpose

Under limited direction, this position performs supervisory work in planning, organizing, directing and implementing fire prevention and suppression to prevent or minimize the loss of life and property by fire; and is responsible for the supervision, coordination and direction of all functions and operations of the Fire Department.

Complexity

The overall complexity of this position is advanced. While performing the normal duties of this job, work demands great depth of analysis to identify the nature and extent of problems, develop new methods, and deal with many variables including some that are unclear or conflicting. This is in addition to work that requires many different processes and methods.

Responsibility

Supervision

Limited direction is provided while performing the normal duties of this job.

This position exhibits formal supervisory responsibilities as a manager in charge of multiple diverse functions. Supervises: Fire Prevention Specialist/Fire Commander; Fire Prevention Specialist/Fire Inspector; Fire Prevention Specialist/Engineer, Fire Prevention Specialist/Paid On-call Fire Firefighter and Fire Administrative Assistant.

Impact

While performing the normal duties of this job, this position's work affects the work of other experts, influences important professional or administrative activities of the City, or impacts the wellbeing of many groups of people.

Job Duties or Essential Functions

- Plans, coordinates, supervises and evaluates fire operations.
- Establishes policies and procedures for the Fire Department; and implements directives from City Council.
- Performs or effectively recommend the hiring, transfer, suspension, promotion, discharge, assignment of other employees, direction of work, discipline and adjustment of other employees' grievances on behalf of the employer.

- Plans and implements fire programs for the City; and carry's out department policies and goals.
- Reviews the department's performance and effectiveness.
- Collaborates with Commanders to develop, implement and review standard operating guidelines, department polices, and strategy.
- Coordinates the preparation and presentation of the department's annual budget; and directs the implementation of the budget.
- Plans and reviews specifications for new or replaced equipment.
- Responds to alarms; and directs activities at the scene of city-wide emergencies as required.
- Supervises the inspection of buildings and other properties for fire hazards; and enforces fire prevention ordinances.
- Reviews and assess buildings that have been damaged by fire for demolition or repair of the hazard.
- Directs the operation of department in-service training; plans and directs preventative maintenance schedules; and controls the expenditure of department appropriations.
- Prepares and submits department monthly, annual and other appropriate reports to City Council.
- Plans department equipment operations and supervises the implementation of such plans.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Maintains contact with the public, department officers and other City officials in the performance of fire department activities.
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Minimum Qualifications

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

Four-year Bachelor's Degree in Fire Science, Public Administration, Business Administration or closely related field.

Experience

Five (5) years of Fire Service with supervisory experience.

Trainings, Certificates, and Licenses

- Minnesota Driver's License; or be able to obtain by time of hire, without record of suspension or revocation in any State

- Fire Fighter I Certification
- Fire Fighter II Certification
- Hazardous Materials Certification
- Fire Instructor I, within six (6) months
- Company Officer I, within six (6) months

Other

- No Felony convictions and disqualifying criminal histories within the past seven years

Desired Qualifications

The requirements listed below are representative of the formal education, experience and training preferred to exceptionally perform all the functions of this position.

Education

Four-year Bachelor's Degree in Fire Science, Public Administration, Business Administration or closely related field.

Experience

Ten (10) years of Fire Service with supervisory experience.

Trainings, Certificates, and Licenses

- Minnesota Driver's License; or be able to obtain by time of hire, without record of suspension or revocation in any State
- Fire Fighter I Certification
- Fire Fighter II Certification
- Hazardous Materials Certification
- Fire Instructor I, within six (6) months
- Company Officer I, within six (6) months

Other

- No Felony convictions and disqualifying criminal histories within the past seven years

Required Physical Abilities and Work Conditions

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

Hazards

While performing the duties of this job, this position may occasionally climb up to 15 steps, balance, bend/stoop, kneel, crouch, squat, crawl, reach above shoulder level, run, lift and carry up to 100 lbs., and smell; frequently sit, stand, walk, push/pull up to 10 lbs., finger/enter data/keystroke, feel, perform repetitive motions and drive; and continuously talk and hear.

While performing the duties of the job, this position will use close, far, depth perception, visual acuteness, color vision, and peripheral vision.

While performing the duties of this job, this position will use their right and left hand for firm handling or grasping.

While performing the duties of this job, this position will use their right foot for repetitive movements.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, outside environmental conditions, noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, working in narrow aisles or passageways, work around moving mechanical parts, working in close quarters, extreme heat, extreme cold, working at unguarded heights, infectious diseases, and smoke and fire.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.