

## **Fire Chief**

Department: Fire Department Classification: Part-time

FLSA Designation: Non-exempt

Salary Range: \$11.00 to \$16.50

---

### **REPORTING RELATIONSHIPS**

Position Reports to: Mayor

Positions Supervised: All fire department officers and firefighters

Positions Coordinated with: Administration  
Public Works Director  
Parks and Recreation Director  
Building Official

---

### **DISTINGUISHING FEATURES OF THE POSITION**

The Fire Chief serves at the pleasure of the City Council under the general supervision of the Mayor. This position is responsible to do the administrative and supervisory duties related to planning, organizing, directing, and coordinating department activities essential to assure public fire safety and quick emergency response.

---

### **FUNCTIONS & DUTIES**

As Fire Chief, this position will be responsible to:

- Develop and administer general policies related to the control, direction, coordination and management of all fire department activities.
- Suppresses fires by responding promptly to all fire calls and supervising fire fighters and officers at the scene.
- Prepares and presents weekly training sessions on current and new methods and innovations on firefighting; assesses the effectiveness of training and determines where emphasis is needed in training.
- Surveys buildings, grounds and equipment to estimate future needs and requirements of the department; writes specifications for new equipment and prepares the departmental budget.
- Investigates all fires to determine cause and origin; when arson is suspected, coordinates all investigation with the Sheriff's office to resolve matter.
- Administers, develops and coordinates comprehensive fire protection programs including the enforcement of related building, electrical and fire codes and the development and administration of fire prevention services.

- Maintains files and records on fires, attendance at fires and drills, fire hydrant maintenance, hose maintenance, flushing equipment inventory and vehicle maintenance; prepares monthly and annual fire reports.
- Supervises personnel engaged in the operation and maintenance of the fire station and equipment.
- Counsels and evaluates volunteer firefighters and takes action as necessary; assists subordinate officers with problems regarding personnel or operations; screens all firefighters applying for membership.
- Maintains public relations by keeping in touch with the news media, conducting demonstrations for various groups; provides tours of the fire station; visits schools on fire prevention week and speaks to civil, church and other groups.
- Prepares comments as related to future developments within the city limits.
- Prepares a recommendation for all home occupation and business licenses.
- Attend training when necessary.
- Other duties as assigned.

---

## **QUALIFICATIONS**

### **EDUCATION / EXPERIENCE / CERTIFICATION:**

- High School Diploma or GED required.
- Previous experience equivalent to five (5) years in a similar position. Supervisory experience preferred.

### **REQUIRED KNOWLEDGE:**

- Knowledge of all aspects to fire safety, fire techniques and equipment.
- Knowledge of principles of supervision and management practices.
- Knowledge of budget development and preparation.
- Knowledge of interpersonal communication skills.
- Knowledge of fire investigation procedures.
- Knowledge of emergency medical techniques and methods.
- Knowledge of City's codes, policies, and procedures.

### **SKILLS / ABILITIES:**

- Skill in communicating effectively and exercise good judgment.
- Ability to lift up to 25 lbs.
- Skill in working effectively and comfortably with other people.
- Must be able to pass a pre-employment drug screening test.
- Must be able to pass a background check.
- Requires moderate independent decision making/interpretation within duties of daily operations within a functional area.

---

### **WORKING CONDITIONS:**

- Working conditions may vary.
- Regularly works outdoors, sometimes in extreme weather, and in hazardous or potentially hazardous conditions.