



Job Title	Fire Chief	FLSA Status	Exempt
Band	SMG	Probationary Period	At-Will
Zone	4	Job Code	19418

Class Specification – Fire Chief

Summary Statement:

The purpose of this position is to plan, direct, facilitate, and oversee the activities and operations of the Fire Group including fire suppression, prevention, emergency medical response, public education, and hazardous material program activities and operations; to coordinate assigned activities with executive staff, other groups, and outside agencies; and to provide highly responsible and complex management and policy support to the Mayor.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Assume full management responsibility for all group services and activities including fire suppression, prevention, emergency medical response, public education, and hazardous material program activities and operation; and oversee and participate in the development of policies and procedures for each assigned service area. Oversee and facilitate the development and implementation of goals, objectives, policies, and priorities for each assigned service area. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly. Oversee and facilitate, through group management staff, the delivery of services for the group; and work with key staff to identify and resolve problems.
35%	Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct and implement changes. Direct disaster preparedness and other fire protection programs to minimize the loss of life and property within the community. Select, train, motivate, and evaluate assigned personnel; provide or coordinate management staff training; work with employees to correct deficiencies; and implement discipline and termination procedures. Oversee and participate in the development and administration of the group budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; and approve expenditures and implement budgetary adjustments as



Job Title	Fire Chief	FLSA Status	Exempt
Band	SMG	Probationary Period	At-Will
Zone	4	Job Code	19418

	appropriate and necessary. Explain, justify, and defend group programs, policies, and activities; and negotiate and resolve sensitive and controversial issues.
20%	Represent the Fire group to other groups, elected officials, and outside agencies; and coordinate assigned activities with those of other groups and outside agencies and organizations. Represent the Fire Group to executive staff, elected officials, and other groups; and coordinate assigned activities with those of other groups and outside agencies and organizations. Provide staff assistance to the Mayor; participate on a variety of boards, commissions, and committees; and prepare and present staff reports and other necessary correspondence. Attend and participate in professional group meetings; and stay abreast of new trends and innovations in the field of fire suppression, emergency medical response, hazardous materials, and fire prevention. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Competencies Required:	
Human Collaboration Skills:	Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Reading:	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math:	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing:	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Advanced Skills and Knowledge:	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply



Job Title	Fire Chief	FLSA Status	Exempt
Band	SMG	Probationary Period	At-Will
Zone	4	Job Code	19418

technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in fire protection engineering, public administration, or a related field.

Experience: Seven years of full-time responsible management, supervisory, and administrative experience in a fire department and five years of full-time responsible experience in a command position.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.



Job Title	Fire Chief	FLSA Status	Exempt
Band	SMG	Probationary Period	At-Will
Zone	4	Job Code	19418

Fiscal Responsibility:

This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids:

Computer, printer, copier, telephone, standard office equipment, and City vehicle.

Specialized Computer Equipment and Software:

Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2015