

**City of Pendleton**

**Job Description**

**Fire Chief**

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| **Department**:  Fire & Ambulance | **FLSA**:  Exempt |
| **Reports to**:  City Manager | **Representation**:  Unrepresented |
| **Pay Range**:  Department Head, Range 4 | **Date**:  May, 2015 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

The Fire Chief is responsible to plan, organize and direct the City’s emergency service programs including fire suppression, emergency medical response, ambulance, technical rescue operations, disaster response, fire prevention and inspection, and public safety education programs. Develops departmental goals for department and plans and administers annual departmental budget.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose. Describe the various tasks performed on the job which are critical to the successful performance of the job* ***or*** *occupy more than 5 percent of your time. Think in terms of WHAT you do, NOT HOW you do it. Avoid describing procedures. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Describe them in such a way as to be clear to someone who does not understand the work performed.)*

1. Administration Manages the development and implementation of goals, objectives, policies, and priorities for departmental programs and services; develops and administers policies and procedures.
   1. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; determines appropriate service and staffing levels.
   2. Oversees departmental budget including determining and prioritizing resource needs and capital purchases; preparation and presentation of an annual budget and making budget recommendations to the City Council. Directs the implementation of the Department’s budget; controls the expenditure of departmental appropriations; forecasts and plans for new or replacement equipment, materials and staffing.
   3. Oversees management of ambulance billing and collections and other service programs such as FireMed membership; supervises and manages fire protection contracts for private properties and for fire districts.
   4. Establishes short-, mid- and long-range goals and objectives including determining priorities, methods, implementation, timetables, resources and evaluation methods.
2. Supervision Supervises subordinate staff including determining or approving staff assignments, prioritizing and developing work plans, monitoring progress on projects, interpreting policies and procedures, and approving training and development for staff. Maintains departmental discipline and the conduct and general behavior of personnel. Works with the labor organization to address workplace issues and resolve grievances.
   1. Develops, directs, and/or participates in the selection and promotion processes, including: screening applicants, conducting interviews or participating on testing panels, conducting reference and background checks, reviewing hiring or promotion recommendations and making final hiring decisions.
   2. Evaluates staff performance; reviews evaluations prepared by Shift Officers of assigned personnel; approves work plans; and monitors progress of performance deficiencies.
   3. Make assignments/reassignments, and suspension determinations as well as make or approve decisions to discipline, reward, transfer, demote or terminate employees.
3. Facilities & Equipment Oversees management of facilities and equipment, including assuring assignment of responsibility for: purchasing, maintenance, and inventory of all equipment, vehicles, and property including: telephone and radio equipment; facilities and grounds maintenance; furniture and appliances; computer, server and associated electronics, fire and EMS related equipment, supplies and property including vehicles, PPE, safety and related equipment. Approves replacement schedules for equipment, vehicles and property; ensures budget support for replacement schedules. Coordinates development of future facilities planning for the Fire Department.
4. Communication Acts as a liaison with the City Manager, other department heads, elected officials, outside agencies, business and community representatives and other organizations.
   1. Negotiates and resolves sensitive and controversial issues.
   2. Represents the department to the community and civic organizations; may serve on boards and committees.
   3. Attends and participates in professional meetings, conferences, seminars or training sessions to develop professional associations, advance job knowledge and skills.
   4. Responds to citizen inquiries and complaints; answers questions; provides information to the public; investigates, or reviews investigative reports, and makes findings; determines corrective actions.
5. Emergency Response Oversees the emergency service delivery program including determining how emergency incidents should be mitigated, and development of emergency operation plans. Responds to fire and EMS calls as command staff.
   1. Establishes and manages Incident Command System and assumes or assigns command for an emergency scene; determines response assignments; evaluates situation, directs and supervises actions of initial companies; deploys resources; maintains accountability of all on-scene equipment and personnel.
   2. Responds to EMS calls as available to assist medical crews when needed.
   3. Respond to fire and emergency alarms; perform all phases of fire suppression work.
6. Risk Management Oversees the administration of the department’s Safety and Risk Management program. Assures that personnel work in a safe manner; monitors and assures compliance with safety regulations and other legal requirements.
7. Training Directs the operation of departmental training and education activities. Assures assignment of responsibility for scheduling and coordination of Fire, Rescue and EMS training for the department, including ensuring department personnel are current on all certifications. May provide instruction on selected topics or assign instruction to other members of the department. Approve training budget and expenditures and ensure overall training program meets departmental objectives for a qualified, professional and progressively trained workforce.

*The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Provide administration support for ambulance billing software program.
2. Arranges or provides public education programs as needed.
3. May participate in fire scene cause and origin investigations.
4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

This position is distinguished from the other management positions of the Department by having ultimate responsibility for the development of plans, policies and budget of the department. Implementation responsibilities may be delegated, but outcomes remain the responsibility of the Chief. This position must set the tone and model the behavioral expectations for the rest of the department.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)*

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Bachelors Degree from an accredited college or university in fire science, public administration or a closely related field is required.
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

Less than 12 months

1 – 3 years

4 – 8 years

10 years

Other

Describe experience: **Requires** ten (10) years of experience in fire and emergency medical service work, five (5) years of which must have been in a senior management role such as Fire Chief, Deputy Chief or Operations Chief. Completion of the National Fire Academy Executive Fire Officer program preferred.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Certification as an EMT-Intermediate level or higher required.
4. Accredited as DPSST Firefighter I or NFPA Firefighter I required and NFPA FIRE APPARATUS DRIVER/OPERATOR required (DPSST/NFPA FF 2 preferred)
5. Current certification as an EMT-Basic or higher
6. Accredited as NFPA Instructor I
7. Fire Officer 1 Certification
8. Documented training in Incident Command System and Strategy & Tactics (MCTO series acceptable)

**3. Necessary Knowledge, Skills and Abilities:**

1. Thorough knowledge of modern emergency medical services and fire suppression and prevention principles, procedures, techniques, and equipment.
2. Knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
3. Knowledge of and ability to use tools and equipment used in emergency response.
4. Knowledge of safety standards, practices and procedures.
5. Ability to perform work requiring good physical condition.
6. Ability to exercise sound judgment in evaluating situations and in making decisions.
7. Knowledge of, and ability to apply, effective supervisory principles and techniques.
8. Knowledge of office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and medical billing software, etc.
9. Knowledge of modern fire loss and prevention principles, methods and practices.
10. Ability to coordinate a complex fire, accident or other emergency scenes.
11. Ability to evaluate and analyze emergency situations to determine and implement appropriate response.
12. Ability to respond to emergencies on a 24 hour basis.
13. Ability to manage projects and oversee the work of subordinates.
14. Ability to analyze problems and identify solutions and use initiative and independent judgment in both routine and emergency situations.
15. Ability to work independently.
16. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers and supervisor, attend meetings, training, etc.
17. Ability to establish and maintain effective working relationships and work as a team member.
18. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
19. Ability to communicate effectively orally and in writing.
20. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. A variety of emergency response equipment, including ambulances, engines, pumper trucks, ladder trucks, brush trucks, etc.

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: Assistant Chief, Fire Marshall, Shift Commanders, Office Specialist directly, all other employees of the department and reserves through subordinate officers.
2. Assumes Incident Command during emergency incidents or assigns to another officer.
3. This position reports to the City Manager. Supervision received is (Choose one):

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

Primarily with other City staff and/or customers.

Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is usually performed in a standard office setting with some travel to various locations to attend meetings. Work may also be performed in emergency and stressful situations including response to emergency scenes, disasters, or critical incidents which may occur in outdoor settings, in all weather conditions, including temperature extremes, day or night.
2. Strength Rating (see attached definitions) is most often: Sedentary, but may be Very Heavy during emergency response.
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

Office environment / no specific or unusual physical or environmental demands.

Work on and around heavy equipment \_\_\_\_%

Exposure to toxic elements/hazardous chemicals \_\_\_\_%

Work at heights in excess of 20 feet \_\_\_%

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

Exposure to weather or temperature extremes \_\_\_%

Isolation \_\_\_\_%

Exposure to light or noise extremes \_\_\_\_%

Regular travel outside the City \_\_\_\_%

Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

Other (describe) Exposure to bloodborne pathogens. Requires wearing appropriate personal protective equipment including goggles, face protector, turn-outs, safety shoes and self-contained breathing apparatus

1. General hours of work are 8:00 am to 5:00 pm, Monday - Friday. Variations include (check all that apply):

Frequent or regular overtime

Subject to emergency call out

Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of assets (choose one):

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: May, 2015

Adopted:

Revised: August, 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date