



**Job Title:** Fire Chief

**Classification:** Exempt

**Salary Grade:** Level D (\$56,589 - \$84,883 DOQ)

**Reports to:** City Administrator

**Approval Date:** December 3, 2019 (pending)

## **JOB DESCRIPTION**

### **Summary/Objective**

Under supervision of the City Administrator, the Fire Chief provides administrative direction and leadership for all Fire Department functions. Responsibilities include administering the general operation of the department, preparing and implementing the budget, ultimate supervision of all personnel, developing and implementing policies and procedures and long-range planning. In addition, the Fire Chief is responsible, through study and consultation with municipal officials, for developing recommendations for the protection of life and property in the municipality. The Fire Chief shall serve as the City's Emergency Management Director (EMD).

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Plans, coordinates, supervises and evaluates fire and Emergency Management System (EMS) operations.
2. Establishes policies and procedures for fire and EMS operations, to comply with directives from the Mayor and City Council, through the city administrator.

3. Supervises and coordinates the preparation, presentation and implementation of the annual budget for fire and EMS operations.
4. Approves the expenditure of departmental appropriations.
5. Maintains attendance and payroll records for all personnel.
6. Provides oversight in the preparation of grant applications and the expenditure of grant funds.
7. Provides direct supervision over Deputy Fire Chief and ultimate supervision of all department personnel, including discipline and grievances.
8. Prepares and submits monthly and annual reports to elected officials and city administrator regarding departmental activities.
9. Prepares and submits all required state fire reports.
10. Develops a long-range plan for the purchase of vehicles and equipment, staffing and facility improvements.
11. Meets with elected officials, city administrator and the general public regarding fire protection related issues.
12. Represents the city to outside agencies and organizations regarding city fire protection related issues.
13. Represents the city as the Emergency Management Director.
14. Attends educational events to stay abreast of current trends in fire protection.
15. Performs the duties of command personnel, as needed.
16. Responds to alarms and may direct activities during major emergencies, as required.
17. Provides oversight for the inspection of buildings and other properties for compliance with fire regulations.
18. Provides oversight for training activities.
19. Performs other duties as assigned.

### **Supervisory Responsibility**

Exercises direct supervision over Deputy Fire Chief and oversight of all personnel.

### **Work Environment**

While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic

chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of duties.

The noise level in the work environment is usually moderate, except during certain firefighting activities when noise levels may be loud.

**Physical Demands** *[NOTE: This section may require amendments after a physical capacity testing program is implemented.]*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently required to use hands to finger, handle or feel objects, tools, or controls.
- Frequently required to stand, walk, sit or reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, jog or run.
- Occasionally lift and /or move up to 70 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be physically fit enough to carry fire equipment as needed.
- Ability to walk over rough terrain, climb hills, open and close heavy gates, load and unload vehicles.
- Safely wear and work in a self-contained breathing apparatus (SCBA) without medical or physical restrictions.
- Stamina to perform administrative functions and to meet physical and mental demands during an extended emergency.

### **Position Type/Expected Hours of Work**

Monday thru Friday; 8:00 AM to 5:00 PM.

After hours and weekends as needed for emergencies.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may occur, periodically.

### **Required Education and Experience**

1. High school graduation or equivalent educational certification.
2. Minimum of eight (8) years in fire service, with formal supervisory/command and administrative experience.
3. NIMS ICS 100, 200, 300, 400, 700 and 800 certifications.
4. Fire Service Instructor I and II certification.

### **Preferred Education and Experience**

1. Minimum of ten (10) years in fire service, with five (5) years of formal supervisory/command and administrative experience.

2. Fire Investigator certification.
3. Bachelor's degree with a fire protection related major.

### **Additional Eligibility Qualifications**

1. Ability to make decisions and act effectively in emergency and stressful situations.
2. Knowledge of the geography of the City of Clinton (or the ability to quickly learn this information), including the street and addressing system, hydrant locations, the layout and location of public utilities and potentially hazardous sites.
3. Knowledge of the critical facilities in the City of Clinton that require expedited response (or the ability to quickly learn this information), such as, but not limited to, healthcare facilities, schools and businesses with hazardous materials.
4. Knowledge of laws, codes and ordinances pertaining to building construction, electrical installations, and storage/handling of hazardous materials.
5. Ability to perform strenuous or peak physical activities during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
6. Ability to establish effective working relationships with employees, other agencies and the general public.
7. Ability to follow verbal and written instructions.
8. Ability to effectively communicate in writing and verbally.
9. Ability to make independent judgments that have considerable impact on the department.
10. Successfully pass psychological review.
11. Successfully pass a drug screen.
12. Successfully pass a physical capacity test.
13. Successfully pass an annual physical fitness assessment.
14. Possess Firefighter I and II certification.
15. 20/200 or better vision, correctable to 20/20.
16. Adequate hearing with no more than 25 decibel loss in either ear.
17. Valid Missouri driver's license and good driving record.
18. No felony convictions or misdemeanor convictions resulting from felony arrests.
19. Must be a resident of Henry County within 60 days of employment and through the duration of employment.

### **Work Authorization/Security Clearance (if applicable)**

N/A

**Equal Employment Opportunity Statement**

The City of Clinton provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, City of Clinton will provide reasonable accommodations for qualified individuals with disabilities.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.