



City of Pendleton Job Description Fire Chief

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.
 - a. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; determines appropriate service and staffing levels.
 - b. 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.
 - c. 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.
 - d. 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.
 - a. 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.

- b. Evaluates staff performance; reviews evaluations prepared by Shift Officers of assigned personnel; approves work plans; and monitors progress of performance deficiencies.
 - c. 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.
 - a. Negotiates and resolves sensitive and controversial issues.
 - b. Represents the department to the community and civic organizations; may serve on boards and committees.
 - c. Attends and participates in professional meetings, conferences, seminars or training sessions to develop professional associations, advance job knowledge and skills.
 - d. 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.
 - a. 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.
 - b. Responds to EMS calls as available to assist medical crews when needed.
 - c. 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

- a. Graduation from a college or university with a bachelor's degree in fire science, public administration or a closely related field; and
- b. 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.
- c. An equivalent combination of education and experience may be considered.

2. Necessary Knowledge, Skills and Abilities:

- a. Thorough knowledge of modern emergency medical services and fire suppression and prevention principles, procedures, techniques, and equipment.
- b. Knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- c. Knowledge of and ability to use tools and equipment used in emergency response.
- d. Knowledge of safety standards, practices and procedures.
- e. Ability to perform work requiring good physical condition.
- f. Ability to exercise sound judgment in evaluating situations and in making decisions.
- g. Knowledge of, and ability to apply, effective supervisory principles and techniques.
- h. Knowledge of office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and medical billing software, etc.
- i. Knowledge of modern fire loss and prevention principles, methods and practices.
- j. Ability to coordinate a complex fire, accident or other emergency scenes.
- k. Ability to evaluate and analyze emergency situations to determine and implement appropriate response.
- l. Ability to respond to emergencies on a 24 hour basis.
- m. Ability to manage projects and oversee the work of subordinates.
- n. Ability to analyze problems and identify solutions and use initiative and independent judgment in both routine and emergency situations.
- o. Ability to work independently.
- p. Ability to establish and maintain effective working relationships.
- q. Ability to communicate effectively orally and in writing.
- r. Ability to perform the essential functions of the job.

4. Special Requirements: Licenses and Certificates:

- a. Must possess, or be able to obtain by time of hire, a valid Driver's License.
- b. Must be able to pass the department's security clearance standards including review of criminal history and driving record.
- c. Accredited as DPSST Firefighter I or NFPA Firefighter I required and NFPA FIRE APPARATUS DRIVER/OPERATOR required (DPSST/NFPA FF 2 preferred)
- d. Current certification as an EMT-Basic or higher
- e. Accredited as NFPA Instructor I
- f. Fire Officer 1 Certification

- g. Documented training in Incident Command System and Strategy & Tactics (MCTO series acceptable)

5. Tools and Equipment Used:

- a. Variety of hand tools and power tools such as drills, saws, etc. and various electronic test instruments used in performing medical evaluation and treatment, firefighting and emergency rescue.
- b. A variety of emergency response equipment, including ambulances, engines, pumper trucks, ladder trucks, brush trucks, etc.
- c. Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

6. Supervision:

- a. Works under the general direction of the City Manager.
- b. Supervises the Assistant Fire Chief/Fire Marshal, Shift Commanders and Senior Account Clerk directly, and other department employees and reserves through subordinate officers.
- c. Serves as the Incident Commander during emergency incidents unless assigned to another officer.

7. Communications:

- a. Has frequent communications with the general public, colleagues from other Fire/EMS departments, other department heads and their staff, public officials, civic organizations, community leaders and the media, and occasionally patients or customers.
- b. Communications may be complex, controversial, confidential and/or in the stress of crisis situations. The position has access to confidential materials and communications.

8. Cognitive Functions:

- a. Work is performed highly independently. Policies and procedures exist, but persons in this classification are responsible for implementing, modifying and the development of new practices, policies and procedures.
- b. An incumbent has significant control over the planning and performance of the work.

9. Work Environment: *(The work environment and physical demands 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.)*

- a. 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.
- b. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, ; toxic or caustic chemicals, solvents, oils. dust, grease, airborne particles, gases, explosives and blood-borne pathogens;
- c. Occasionally works near moving mechanical parts, in areas of limited and restricted entry and exit, and in high precarious places; exposed to wet and/or humid conditions, exposure to vibration from equipment and vehicles, and risk of electrical shock.
- d. The noise level in the work environment is usually quiet in office settings, but may be very loud when responding to emergency calls and when working at an emergency incident;
- e. Requires wearing appropriate personal protective equipment including goggles, face protector, turn-outs, safety shoes and self-contained breathing apparatus;
- f. Work schedule is normally 5/8 or a 40 hour workweek. May be required to work extended hours including evenings and weekends

- g. While performing the duties of this job, the employee will need to be able to:
- I. CONTINUOUS sitting and upward and downward flexion of neck; side-to-side turning of neck; reaching below the shoulders; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils.
 - II. FREQUENT sit, talk, hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms, twisting at the waist; lifting and carrying objects weighing up to 10 pounds.
 - III. OCCASIONAL standing, running, climbing, balancing, and squatting; stoop, kneel, crouch, or crawl, and taste or smell, walking on uneven ground; bend at the waist; reaching at and above shoulder height; pushing and pulling; power grasping to pick up equipment; lifting and carrying objects weighing 11-100 pounds; may lift and carry objects weighing more than 100 pounds with or without assistance; operate a vehicle to travel to various locations; operate fire suppression and medical response, equipment, apparatus, and tools; verbally communicate to exchange information.
 - IV. VISION is necessary for seeing to respond to incidents, provide care; operate emergency vehicles and apparatus; keep records and operate a computer. Vision must be sufficient to meet Fire Department Wellness/Fitness program criteria and includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
 - V. HEARING is necessary to sense instructions, radio messages, emergency tones, alarms and other warning devices sufficient to perform essential job tasks. Hearing must be sufficient to meet Fire Department Wellness/Fitness program criteria.

9. Resource Accountability:

- a) This classification has resource accountability for the highest level of facility assets.
- b) 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:
 Adopted:

 Employee Acknowledgement/Date

 Supervisor Approval/Date

 Department Head Approval/Date

 Administration Approval/Date