



CITY OF BEND

Fire Chief

Class
Code:
1575

Bargaining Unit: N/A

CITY OF BEND
Established Date: Feb 1, 2013
Revision Date: Feb 1, 2013

SALARY RANGE

\$58.64 - \$76.15 Hourly
\$10,164.34 - \$13,199.68 Monthly
\$121,972.03 - \$158,396.16 Annually

SUMMARY:

Plans, organizes, directs, and coordinates the activities of the Bend Fire Department to protect life and property by ensuring readiness for action in the areas of firefighting, mitigation, rescue, investigation and emergency medical services. Continuously evaluates operations and trends to assure efficiency and adequacy of service. Ensures that Fire Department personnel are professional, trained, and disciplined.

The City of Bend is committed to fostering, cultivating and preserving a culture of diversity and inclusion. At the City of Bend, we don't just accept differences; we value them. We are proud to be an Equal Opportunity Employer and support the Americans with Disabilities Amendments Act (ADAAA).

FUNCTIONS, DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Plans, organizes, directs and coordinates the activities of City of Bend Fire Department personnel to protect and preserve life and property from fire and provide emergency medical service. This includes all administrative, technical, and operational activities of the department.

Provides a strong sense of direction for the department. Imprints values on members of the organization. Aligns individual efforts and abilities toward organizational goals. Develops and maintains personnel as an effective team.

Prepares department operating budget and controls department expenditures to ensure adequate funding of department expenses.

Forecasts, plans and implements agency activities. Formulates department strategic plans, policies and procedures, and operating rules, regulations and techniques that ensure optimal fire and emergency medical service. Maintains internal review control.

Establishes and communicates objectives and priorities with all levels within the agency.

Delegates responsibilities appropriately.

Assumes command responsibilities at the largest, most complex fires.

Determines the nature of equipment and supplies which will meet the Fire Department requirements.

Ensures that all Fire Department personnel receive the specialized training required to keep abreast of changes in regulations and trends in fire and emergency medical services administration and operations.

Supervises fire investigations, determines the cause of fires, and participates with local law enforcement and insurers where arson is suspected; determines the appropriate strategies and actions to be taken; designs and executes programs to meet department goals.

Directs all recruiting, selection, promotion, assignment, transfer, discipline and discharge activities within the department. Resolves employee relations problems.

Appraises the performance of the Deputy Chiefs and other direct reports and, in turn, evaluates the quality of reviews conducted of all other departmental personnel.

Negotiates and establishes service contracts with the Rural Fire Board and other jurisdictions for fire prevention, suppression and ambulance services.

Establishes and maintains positive working relationships and cooperation with other city departments and other city, county, state, and federal fire prevention organizations.

Communicates department goals and activities to the community. Attends meetings of City Council, staff, community groups, fire district officials and others to represent the department and communicate department goals and activities, develop policies, formulate agreements and evaluate service levels.

Maintains current knowledge in latest firefighting, investigative and emergency medical treatment service procedures and techniques by obtaining information, attending conferences and meetings, and collaborating with other fire service agencies or related organizations.

Performs other related duties as required to achieve position objective.

KNOWLEDGE, SKILLS AND QUALIFICATIONS:

Extensive knowledge of all applicable federal, state, and local laws and ordinances related to firefighting, mitigation, rescue, investigation and emergency medical services, as well as employment and labor law.

Extensive knowledge of public administration concepts, practices, and procedures, including supervision, training, and employee development.

Extensive knowledge in principles, practices, and techniques concerning all activities of Fire Department administration, organization, and operation.

Ability to plan, coordinate, integrate, and supervise the functions of the entire department and put into effect sound policies and practices.

Ability to establish and maintain effective communication and cooperation of employees, government officials, and the public.

Ability to communicate effectively, defuse confrontation, and reach cooperative solutions in situations where cooperation may be difficult to achieve.

Ability to operate personal computers using standard or customized software and equipment specific to departmental activities including, vehicles, communications equipment and apparatus.

Ability to ensure the protection of life and property for all city residents.

Ability to provide effective leadership, motivation, and supervision to subordinates.

Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.

Ability to exercise effective interpersonal and listening skills.

Ability to make timely and appropriate decisions in response to citizen or community issues to establish and maintain positive public relations between the department and all interested parties.

Ability to establish and maintain cooperative working relationships with others including the City Manager, City Council, representatives of a variety of state, federal, and municipal agencies, and the general public.

Ability to prepare, analyze, and present comprehensive reports containing findings and recommendations.

Ability to articulate and promote the Fire Department's strategic positions, including its core values, to a diverse audience.

Ability to understand the City's political environment, sensitivities, and function effectively within that environment.

Ability to use logical and creative thought processes to develop solutions.

Ability and willingness to acquire and use new skills and knowledge.

Possess integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education, Experience, Certifications and Licenses Required:

Requires extensive specialized knowledge of modern firefighting and emergency medical care principles, practices, methods, procedures and related laws and ordinances. Bachelor's degree in fire administration is preferred, or equivalent combination of education and experience, in addition to specialized training and extensive (more than 8 years) progressively responsible experience at all levels of fire service, including management.

PHYSICAL REQUIREMENTS:

Work is performed in an office environment and in the field in a variety of emergency and non-emergency situations, which may involve exposure to potential personal danger. Work duties frequently require evening or weekend hours.