*Department: Fire* FLSA Status: *Exempt*

**General Definition of Work**

Performs complex professional work planning, organizing, and administering daily fire operations; scheduling and assigning personnel and equipment; preparing and presenting directives and reports; developing training programs, fire inspections, fire prevention, fire suppression, emergency medical services, fire education, technical work, and related work as apparent or assigned. As the Chief Operating Officer of the Fire Department, the Fire Chief provides leadership to the Fire Department staff and assists the City Administrator in defining, establishing, and attaining the overall goals and objectives of the city. The Fire Chief is a member of the City Leadership Team and as such will provide assistance in areas outside the fire department as requested and directed by the City Administrator. Fire Chief may perform duties of the Fire Marshal. The Fire Chief is the appointed Emergency Management Director and Safety Program Administrator for the City. Work involves setting policies and goals under the direction of the Mayor and City Administrator. Departmental supervision is exercised over all personnel within the department.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

**Essential Functions**

Plans, coordinates, supervises, and evaluates Fire and EMS operations to prevent or minimize the loss of life and property by fire and emergency medical conditions.

Establishes policies, procedures and implements programs for Fire and EMS practices to implement directives from the City Council and the City Administrator.

Sets short- and long-term goals for the department and works with department staff to develop innovative ideas for service delivery. Evaluates progress on goals and modifies work assignments as needed.

Ensures that the department’s plans, goals, values, and vision continue to reflect the goals, values and vision of the city and is responsive to the needs of the community.

Reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.

Handles grievances, maintains departmental discipline and the behavior of assigned personnel.

Directs all fire department training activities.

Prepares and submits monthly reports to the City Administrator and City Council regarding the department’s activities and prepares a variety of other reports as appropriate including the annual report of activities.

Assigns personnel and equipment to such duties and uses as the service requires.

Coordinates and assists as necessary with public fire education in fire prevention, including giving talks, demonstrations, and presentations before community groups, schools, and other organizations or institutions.

Acts as representation and lead of organizing the fire department for community events, festivals, and parades.

Attends staff and committee meetings, as well as mutual aid and County/partner agency meetings as requested.

Supervises and coordinates the preparation and presentation of an annual budget for the fire department; directs the implementation of the fire department budget; plans and reviews specifications for new or replaced equipment; develops and maintains a capital equipment program.

Ensures the Fire Department’s financial records and budgets are maintained and that the Finance Director is properly advised regarding the fiscal position of the Fire Department.

Controls the expenditures of department appropriations.

Researches and explores state and federal funding opportunities that benefit the City and Fire Department. Applies for grant opportunities as they become available.

Evaluates the need for and recommends the purchase of new equipment and supplies.

Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.

In absence of the Fire Marshal, the chief schedules, supervises and conducts inspections of existing structures, construction, and remodel sites for compliance with fire codes

The chief manages the safety related plans for all businesses within the city, reviews fire safety related plans for all new buildings, conducts periodic fire inspections during construction, and conducts inspections in existing buildings for compliance with the Minnesota Fire Code and other State codes, Federal standards, and city ordinances.

Schedules and supervises and conducts the inspection of hydrants, sprinkler systems, and elements of a fire prevention or fire protection system.

Coordinates with building officials and the Fire Marshal for fire related code review and approval of occupancy permits and business licenses.

Recommends the necessary amendments to ordinances and codes to effectively perform the duties of the position.

Responds to and investigates all major fire incidents and all suspicious or undetermined causes of fire and supervises all other arson investigations.

Responds to complaints regarding fire code violations and fire hazards.

Issues warnings and citations for fire code violations.

Issues burning permits and ensures compliance to all burning laws.

Maintains data and records regarding fire inspection or prevention activities; prepares a variety of reports regarding fire inspection or prevention as required.

Administers for compliance of required State and Federal fire incident reports.

Recommends and develops proposed fire prevention policies, procedures, and codes.

Administers and familiar with all safety codes, rules and regulations used by enforcing agencies.

Represents the City in front of the public, news media and government agencies in a manner that conveys a positive image of city government and that fosters cooperation and support.

Listens to various individuals and groups, including citizens and other units or agencies of government and brings that information into the formulation of positions, directions, and recommendations for the City Administrator.

The Emergency Management Director plans for all possible emergency situations and maintains the City Emergency Plan, with a review of the plan when needed.

The Emergency Management Director reviews the city emergency plan and makes recommendations to ensure compliance with all State and Federal rules and regulations.

Works with city staff to be prepared for all types of emergencies. Assists in daytime call responses when necessary.

The City Safety Administrator is a member of the City safety committee and ensures that all employees and departments adhere to all appropriate safety rules and regulations.

As a member of the city safety committee, reviews all accidents concerning city staff or equipment and makes recommendations how to avoid the accidents in the future.

Performs other duties as assigned.

**Knowledge, Skills and Abilities**

Comprehensive knowledge of modern fire suppression techniques, fire prevention, and emergency services principles, procedures, and equipment. Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State First Responder, or E.M.T. certification. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures or guidelines, and regulations. Skill in the operation of all fire service tools and equipment. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors, and the public. Extensive knowledge of inspection techniques, including working knowledge of fire suppression techniques and equipment. Extensive knowledge of building, electrical, mechanical, and fire codes. Ability to identify, develop, and utilize capabilities of paid on-call staff, including providing the leadership necessary to enhance staff participation, recruitment, and retention. Ability to react calmly and quickly in cases of emergency and to make good decisions in such situations. Ability to work independently and interact with many diverse groups; ability to analyze problems/situations and take decisive and effective action; ability to prepare routine reports, case files, and correspondence; ability to coordinate computerized records management and communications system; ability to communicate effectively in oral and written form; ability to utilize work time properly and productively; ability to act in a decisive manner, using good judgment; ability to use tact and diplomacy and to promote a cooperative atmosphere within the City operations as well as with the public; ability to present an attitude of professionalism while maintaining the values and attitudes of the community; ability to establish and maintain effective working relationships with associates, subordinates, other departments, other enforcement agencies, media, public officials, and the general public.

**Education and Experience**

Associates degree in fire science, business, administration, or related field. Fire Department Management experience may be substituted for degree. Fire Officer experience with increased Command responsibility. Three to five years of supervisory experience required. Licensed firefighter with MBFTE (Minnesota Board of Firefighter Training and Education) meeting NFPA 1001 Standards. Minnesota State Certified as Fire Officer I or higher meeting NFPA 1021 Standards. Minnesota State Certified as Hazardous Material Operations or higher meeting NFPA 472 Standards. MNEMSRB (Minnesota Emergency Medical Services Regulatory Board) Certified EMR (First Responder), or higher. NFA (National Fire Academy) or equivalent Leadership I, II, III or ability to obtain within 2 years of hire. Minnesota State Certified as (FAO) Fire Apparatus Operator/Pumper or higher meeting NFPA 1002 Standards or able to obtain within 2 years of date of hire. NIMS (National Incident Management System) 700, 800; 100-400 Certifications. Must be proficient in Microsoft Office. Must possess valid Minnesota Class D Driver’s License or equivalent. Minnesota State Certified as Fire Inspector I or higher meeting NFPA 1037 Standards, or ability to obtain the certification within 2 years of date of hire. Homeland Security and Emergency Management Professional Certification, or ability to obtain certification within 2 years of date of hire. Knowledge of OSHA Safety Regulations and training requirements. Experience in writing and implementing safety programs defined by OSHA guidelines.

**Physical Requirements**

This work requires the frequent exertion of up to 40 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms, lifting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Must be eighteen (18) years or older; Must possess, or be able to obtain by time of hire, a valid State driver’s license without record of suspension or revocation in any State; No felony convictions or disqualifying criminal history within the past ten years; U.S. citizen; Must meet and maintain all State-mandated certifications and medical requirements, must pass psych-test. Must meet the 25-minute residency response time requirement within 6 months of hire (outside of paid time off).

Last Revised: 12/16/2020