

JOB DESCRIPTION AND SPECIFICATIONS

Job Title: Fire Chief

Incumbent:

Department: Fire

Reports to: City Administrator

Date:

FLSA Status: Exempt

JOB SUMMARY

Under direction, the role involves planning, directing, supervising, and administering fire prevention, suppression, and other emergency service programs, alongside overseeing building inspection and permit functions of the City, including the strategic assignment of personnel and equipment to minimize the risk of life and property loss.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Formulates policies and regulations governing the activities of the Fire and Building Inspection Departments
- Plans, organizes, evaluates and directs all fire suppression, prevention, emergency operations and first responder activities
- Prepares and submits the Department's annual report to the Mayor and City Council and develops other reports as necessary; prepares the department annual budget
- Plans and coordinates the service and preventative maintenance of all departmental buildings, equipment and apparatus
- Reviews and recommends changes in codes and regulations concerning fire suppression, prevention and building inspection program
- Issuing permits for the use and storage of hazardous and/or flammable materials, ensuring compliance with safety regulations and mitigating potential risks to public health and environment
- Analyzes work conditions and initiates improvements to operations as appropriate
- Hires personnel, enforces discipline and training regulations; assigns personnel and equipment
- Responds to fire alarms, directs and coordinates activities using the incident command system
- Conference with citizens and officials regarding fire department and building inspection operations
- Assists in the development and revision of municipal codes, City ordinances, policies, and procedures
- Analyzes operational costs, prepares budget estimates and controls the expenditure on departmental appropriations and makes recommendations for improvements

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- Coordinates fire department activities with other agencies
- Approves or denies building construction permit applications, consults with construction permit applicants, modifies construction projects to meet International, state and local codes
- Conducts inspections of buildings / properties for compliance with all applicable building codes
- Attend conferences, conventions, seminars and other educational meetings to keep abreast of changes in the fire department and building inspection methods and administration
- Develop and presents programs to the public or specific organizations
- Serves as chairperson of the Employee Safety Committee; maintain related Right-to-Know laws; Material Safety Data sheets; placards for buildings
- Maintains regular and punctual attendance at work
- Establishes and maintains effective working relationships with fellow employees, City officials and the public
- Demonstrate pride in the condition and readiness of department facilities, apparatus, and equipment.
- Develop training schedules and lessons plans for Fire Department and City Employees
- Promote a culture of shared responsibility in which all personnel take ownership of the Fire Station appearance and condition
- Encourage Firefighters and Department Personnel to provide constructive feedback and recommendations for improving department operations
- Promote a positive, respectful, and professional work environment by addressing concerns directly and foster open-minded communication and team camaraderie among all personnel
- Must live within fire district, preferably in town
- Coordinate and Schedule Harlan Structure Fire Pre-Plans
- Up-keep on all equipment inspections and battery replacement
- Assist with writing grant application for the Fire Department

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

High school graduate or GED and a minimum of four years experience in municipal fire suppression/prevention work. Experience should include supervisory duties; management course of study in modern fire science, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Licenses and Certifications

- Possession and maintenance of a valid State of Iowa Motor Vehicle Operator's License.
- Ability to obtain and maintain a valid State of Iowa Commercial Driver's License (CDL), Class B or higher, with Tank Endorsement, within one (1) year of hire.

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Preferred certifications include Firefighter I (FF1), Firefighter II (FF2), Fire Inspector I (FI1), Fire Officer I, Fire Instructor I, which must be obtained within one (1) year of hire and maintained for the duration of employment.

- Maintain all required certifications, licenses, and training necessary to perform the duties of Fire Chief in accordance with applicable federal, state, and local regulations.
- Subject to satisfactory completion of background checks, medical examinations, and other employment-related requirements established by the City.
- The City shall conduct an annual performance evaluation of the Fire Chief. The review process will include input from members of the Fire Department and will assess leadership, operational effectiveness, department management, training compliance, community engagement, and overall job performance.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear; and taste or smell. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Cognitive Demands

Requires a thorough and complete knowledge of modern municipal fire suppression/prevention and building code enforcement work; a comprehensive knowledge of the principles of public administration including fire administration and building inspection; ability to apply current fire-science related technology, resources and services to the community specifically including Hazmat Operations, Incident Command System, Confined Space and First Responder. Thorough knowledge of City Ordinances and municipal government; interpersonal relations and supervisory practices. Ability to exercise independent judgement in making decisions in accordance with generally established

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administrative direction, policies and regulations, and the ability to use the English language effectively. Ability to provide and follow both verbal and written instructions. Ability to prepare and present a departmental budget. May receive assignments or work under conditions that exert unusual pressure.

Language Ability and Interpersonal Communication

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write clear, concise and effective reports, business correspondence, and procedure manuals. An ability to effectively present information and respond to questions from a variety of individuals, groups and the public. Ability to make presentations to large groups.

Work Environment

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

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and explosives. The noise level in the work environment is usually moderate but may occasionally escalate and become very loud.

ACKNOWLEDGEMENT

I have read and understand the information contained in the Position Description and Specifications. I further understand that this Position Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. Also, while this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work overtime, different shifts or hours, outside the normally defined workday or work week. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the employer has a similar right.

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Employee's Signature

Department Head

Date

Date

The City of Harlan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and job incumbents to discuss potential accommodations with the Employer.