



CITY OF HARLAN

CITY HALL 711 DURANT ST BOX 650 HARLAN IA 51537
PHONE 712-755-5137 FAX 712-755-5138
EMAIL INFO@CITYOFHARLAN.COM

FULL-TIME FIRE CHIEF POSITION

The City of Harlan is seeking a qualified and experienced individual to serve as **Full-Time Fire Chief**. The Fire Chief will provide leadership and direction for the Harlan Fire Department, oversee fire protection and emergency response operations, and perform additional municipal responsibilities, including serving as a **Building Inspector**.

Salary

\$65,000–\$80,000 annually, depending on qualifications and experience.

Primary Responsibilities

The Fire Chief will be responsible for, but not limited to:

- Providing leadership, supervision, and direction to the Fire Department.
- Coordinating fire suppression, prevention, emergency response, training, and safety activities.
- Ensuring compliance with applicable federal, state, and local laws, regulations, and fire codes.
- Managing department personnel, equipment, facilities, training, and operational needs.
- Working cooperatively with the City Administrator, City officials, emergency service agencies, law enforcement, and the public.
- Serving as the City's **Building Inspector** and performing building inspections and related duties.
- Reviewing construction and building projects for compliance with applicable codes and regulations.
- Maintaining accurate department and inspection records.
- Performing other duties as assigned by the City Administrator.

Preferred Fire Service Certifications

Preference will be given to candidates who possess the following certifications:

- Firefighter I, Firefighter II, Fire Inspector I, Fire Officer I, Fire Instructor I

Candidates who do not possess all of the preferred certifications at the time of hire must obtain the required certifications **within one (1) year of hire** and maintain all required certifications for the duration of employment.

Commercial Driver's License

The successful candidate must be able to obtain and maintain a valid **State of Iowa Commercial Driver's License (CDL), Class B or higher, with a Tanker Endorsement**, within **one (1) year of hire**.

Minimum Qualifications

The successful candidate should demonstrate:

- Experience in fire service operations and emergency response.
- Strong leadership, communication, organizational, and decision-making skills.
- The ability to work effectively with City officials, employees, emergency service agencies, and the public.
- Knowledge of fire prevention, fire safety, building codes, and emergency response operations.
- Ability to manage multiple responsibilities and work independently.
- Ability to successfully complete required certifications and licensing within established timeframes.

Interested candidates should submit a completed application, resume, cover letter, and copies of applicable certifications to:

City of Harlan
Attn: City Administrator
711 Durant Street, P.O Box 650
Harlan, Iowa 51537

Applications may also be submitted electronically by email to:
gmgonja@cityofharlan.com or **AdminAssistant@cityofharlan.com**
Application Deadline: September 10th, 2026, at 12:00 p.m.

The City of Harlan is an **Equal Opportunity Employer**. The City reserves the right to modify the position requirements, responsibilities, and qualifications as necessary.