

FARMINGTON CITY

Job Description

Title: Fire Chief
Department: Fire
Grade: 22

Code:
Last Revised: 10/2007
Effective Date: Jan. 03

GENERAL PURPOSE

Performs **full performance, full-time administrative and supervisory and management duties** related to planning, organizing, directing, staffing, and coordinating fire prevention and suppression and ambulance enterprise activities within the City.

SUPERVISION RECEIVED

Works under the guidance and direction from the City Manager, mayor and city council.

SUPERVISION EXERCISED

Provides general supervision to Assistant Fire Chief, Battalion Chief, Captain(s), Lieutenant(s), Engineer(s), Fire Fighter(s) II, Fire Fighter(s) I and Fire Fighter Trainee(s).

ESSENTIAL FUNCTIONS

Plans, directs and administers fire prevention and suppression programs of the city including fire, emergency medical operations, fire investigations, training, hazardous materials management, communications, safety, rescue, canyon rescue and public education; develops city policy into action plans and strategies; develops and/or approves changes in fire ordinances and codes; directs fire code enforcement programs and practices; determines essential resources needed to achieve program objectives and allocates resources to various phases of department operations.

Coordinates mutual aid planning with surrounding communities and participates in local, State and National fire associations.

Prepares and administers annual department budget; approves ordering of equipment and supplies; verifies costs incurred by department; monitors compliance with all financial and internal control procedures adopted by the City and administered by the Finance Department; prepares and writes reports on departmental activity; seeks and applies for alternative funding through grants and other financial programs targeting fire prevention, EMS and safety; administers funds and programs to conform to grant requirements.

Develops standard operating procedures (SOP's) supervises training related to fire prevention, suppression, investigation, emergency medical response, rescue response, equipment maintenance and hazardous materials handling; serves as member of county EMS council, local emergency planning committee and Davis County Fire Officers Association.

Exercises supervision over department personnel; establishes policies, rules and regulations as deemed necessary and expedient for the department; assigns and evaluates work; disciplines personnel when necessary.

Directs and performs the hiring of new department members; supervises and coordinates the training of new personnel; participates in the planning and implementation of fire drills; conducts department meetings; updates and informs personnel of new policy changes or procedures.

Directs departmental emergency response and emergency medical program; participates in and/or delegates investigation of fires (24 hours a day); determines the magnitude and needs of the fire and/or hazardous material incident to expedite suppression or containment and minimize property loss; manages "bill back" process to recover resources as needed.

Responds to fires and performs as incident commander, unless delegated; during large-scale emergencies utilizes the Incident Command System as suggested by National Incident Management System (NIMS) directs department personnel in the performance of their duties; makes decisions concerning effective fire strategy, water source usage, overhaul, removal of property, and blockading streets or other entrances while a fire is in progress for the protection of life and property; conducts or delegates fire investigations and assures timely completion of reports.

Conducts public meetings or issues public notices to inform citizens of fire hazards in the community and activities of the Fire Department; enforces rules and regulations established for protection of life and property; may make presentations to schools and civic groups; develops and maintains good public relations within the community.

Develops and oversees station house maintenance and general upkeep; assures upkeep and functional operation of all equipment and fire fighting apparatus; assures department readiness to deliver efficient and effective response to fire and emergencies.

Performs related duties as required not inconsistent with provisions of City Code 3-1-103.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Associates Degree in fire science, public administration, business management or related field;

AND

B. Six (6) years progressively responsible fire fighting experience; two (2) years of which must have been in a supervisory capacity;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Extensive knowledge of Incident Management System (NIMS), Personnel Accountability System (PAR), laws, ordinances, codes, and regulations affecting goals, objectives, and department operation; principles and practices of fire prevention and suppression; maintenance requirements and practices of fire fighting equipment and apparatus; departmental rules, policies and regulations; emergency medical practices and procedures. **Working knowledge of** principles of supervision and management practices and procedures; budget development and preparation; common fire and chemical hazards and related safety precautions; public speaking and interpersonal communication skills; modern practices related to personnel training, management and motivation; fire fighting techniques and equipment; knowledge of fire/arson investigation procedures.

Skill in the evaluation of tactical and operational requirements of conflagration and mass casualty situations; organizing, directing and supervising subordinates.

Ability to plan, organize and direct the implementation of overall fire department programs and objectives; direct and supervise various levels of part-time, volunteer and full-time fire fighters; evaluate performance without partiality; communicate effectively, verbally and in writing; make quick and accurate decisions in emergency situations, develop effective working relationships with local elected officials, city merchants, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Utah State Driver's License.
Must be Fire Fighter II Certified. (A certified fire officer preferred.)
Must be HAZMAT Operations Level certified.
Apparatus Driver Operator (ADO) certification may be required.
Emergency Vehicle Operator (EVO) Certification may be required.

4. Work Environment:

Functions of the position generally performed in an controlled environment, but subject to all seasonal and weather extremes. Emergency response travel expected in normal course of performing duties. Physical readiness and conditioning may be a condition of job retention. Many functions of the work pose high degree of hazard uncertainty. Various levels of mental application required, i.e.. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, or age. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing of a blood and urine test to screen for the presence of drugs and alcohol.