



JOB DESCRIPTION

Title: Fire Chief

Department: Fire

Reports to: City Administrator

Pay Grade: 82

Date Adopted: February 15, 2021 (Resolution 6677)

Previous Revision Date: 1993

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☒ Exempt ☒ Salary

☐ Non Exempt ☐ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Plan, direct, organize, and manage all policy formation, goal setting, and objectives for the City's Fire and Rescue Department. Responsible for the administration and coordination of all fire and EMS service activities, including fire prevention and suppression, emergency medical/rescue procedures and regulation, as well as, business administration functions. Work is performed with a wide latitude for the interpretation and application of policies, rules, and regulations.

Essential Functions:

1. Direct development of department goals, policies, and objectives, and provides staff leadership on policy planning for all hazards emergency operations of the City.
2. Supervise and evaluate directly or through subordinates all department employees.
3. Respond to public inquiries and at direction from Mayor and City Council pertaining to all hazards emergency operations.
4. Direct administration of all federal and state mandated policies such as FLSA, ADA, Civil Service, HIPAA, EEOC, and Affirmative Action as may relate to Fire Department.
5. Participate as a member of City's management team and on national, regional, state, county, and local committees relating to all hazards emergency operations.
6. Discipline subordinate employees up to and including termination pursuant to civil service law.

7. Coordinate fire and EMS services functions with personnel from City and from other fire safety and EMS agencies.
8. Assist in the development of regulatory ordinances and laws regarding fire safety and EMS.
9. Determine departmental personnel policies and broad training requirements.
10. Coordinate all hazards emergency operations with other departments and agencies.
11. Meet with citizen groups, clubs, and citizens to discuss EMS and fire-related matters as appropriate.
12. Plan, organize, direct, and evaluate fire suppression, fire prevention, hazardous materials, rescue and emergency medical service programs necessary for the community's protection.
13. Direct the preparation and analysis of records and reports to secure efficient operations and to comply with city and state reporting requirements.
14. Meet with other municipalities, County, State, or Federal agencies and/or businesses to handle issues affecting all hazards emergency operations.
15. Analyze situations quickly and objectively, and determine a proper course of action. Carry out and give oral and written instructions and react quickly and calmly in making decisions under extreme emergency conditions.
16. May respond to fire alarms, rescue calls, and medical calls.
17. Attend regional, state, and local conferences, conventions, and other meetings; assist in administering and supervise a comprehensive and on-going all hazards emergency operations.
18. Respond to large scale alarms as a member of the command or general staff within the National Incident Management System as determined by on-scene incident commander.
19. Supervise and coordinate the preparation of an annual budget. Direct the implementation of the budget. Develop plans for future methods, equipment, and staffing requirements. Review and recommend expansion and replacement programs for projected capital replacement and improvement program. Track the budget to prevent over spending.
20. Review and approve payrolls, purchase requests for materials, supplies, or services in order to monitor and control budget expenditures; monitor revenue from revenue generating sources.
21. Respond to emergencies; coordinate staffing and equipment including the emergency procurement of materials, supplies, equipment, and workers from available sources.

22. Participate in planning and implementing capital improvements program; review plans, specifications and construction bids; monitor construction to ensure that the contractor is performing in compliance with contract specifications; initiate partial and final payments; approve final acceptance of project.
 23. Attend professional development conferences, seminars, and classes.
 24. Attend staff meetings and City Council meetings when required.
 25. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
 26. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
 27. Keep confidential information confidential and be HIPAA compliant.
 28. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
 29. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 30. Performs other work which is consistent with the essential functions of the job.
 31. Performs other duties as assigned.
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Education and Special License(s)/Certifications:

Must possess a valid driver's license and maintain an insurable driving record.

Bachelor's Degree in Fire Science and/or Emergency Medicine, Public Administration, Personnel Management, or related field required.

Fire Officer 2 IFSAC/ProBoard Certified required.

Advanced Degree or Executive Fire Officer Program preferred.

No felony convictions or serious misdemeanor.

Nebraska EMT License required. Paramedic license preferred.

Hazardous Materials Technician level training and/or certification preferred.

Experience:

Ten (10) years of fire safety or EMS experience including at least five (5) years administrative or supervisory experience. Command level experience at the position of Captain or above with the Beatrice Fire Department or a comparable or larger department.

Skills:

1. Ability to write clear and concise reports.
 2. Ability to analyze situations quickly and objectively and to determine proper courses of action.
 3. Ability to establish and maintain positive, effective working relationships with supervisors, co-workers, and the general public.
 4. Ability to communicate effectively, orally and in writing.
 5. Ability to maintain and/or improve knowledge, skills, and abilities, unassisted.
 6. Ability to read, understand, and adhere to all department guidelines, bulletins, directives, memorandums, and policies.
 7. Ability to establish and maintain positive, effective working relationships with civic and official groups and the general public, as well as to command and hold the respect and discipline of subordinates.
 8. Management skills.
 9. Organizational skills.
 10. Presentation skills.
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Mental Requirements:

1. Ability to apply broad and general ideas or principals effectively to a particular problem.
2. Ability to fairly apply administrative and standard operating procedures to disciplinary actions. Knowledge of rescue and emergency medical principles, practices, and techniques.
3. Knowledge of modern firefighting principles, practices, and procedures.
4. Knowledge of the operating and maintenance requirements of the various types of apparatus and equipment used in firefighting and EMS activities.
5. Knowledge of the physical layout of the Department's service area, including fire hydrant and street locations.
6. Knowledge of the principles and practices of all hazards departmental administration.
7. Quick decision-making skills.
8. Knowledge of the principles of local government organization, administration, and human resource management.
9. Knowledge of the ordinances and statues affecting the operation of the department and its mission with the City.
10. Ability to interpret orders and procedures.
11. Ability to analyze situations and determine proper response.
12. Ability to perform many functions simultaneously.
13. Ability to make decisions under stress.
14. Ability to exercise caution and control fear in potentially hazardous situations.
15. Ability to adapt to different people, behaviors, and circumstances.
16. Ability to maintain effective working relationships with partners, superior officers and other fire personnel.
17. Ability to work without immediate supervision.
18. Ability to quickly develop action plan.
19. Ability to remain calm under stress and anger.
20. Ability to evaluate alternative courses of action and select the most acceptable alternative and demonstrate common sense in handling field situations.

21. Ability to analyze a situation, identify the important elements and make logical decisions without undue delay.
 22. Ability to withstand prolonged periods of physical and mental stress or discomfort.
 23. Ability to establish priorities at emergency scene.
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Physical Requirements:

1. Ability to work in intense life-threatening conditions.
 2. Ability to crawl, run, climb, bend, stoop, twist, reach, contort and lift up to 160 lbs. while wearing heavy protective gear weighing about 50 lbs.
 3. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
 4. Hand/eye coordination adequate to use assigned technical equipment.
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Supervisory Responsibility (Direct and Indirect):

Direct Administrative Assistant
 Fire Captain
 Deputy Fire Chief

Indirect Firefighter EMT
 Firefighter Paramedic
 Part-Time Paramedic

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

2-16-21

Date