

CITY OF COLUMBIA

February 2010

JOB TITLE: Fire Chief

Job No. 106

Grade 22

DEPARTMENT: Fire

REPORTS TO: City Manager

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY: To plan, direct, manage and oversee the activities and operations of the Fire Department including fire suppression, prevention and emergency medical response; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED: Exercises direct supervision over management, supervisory, professional and technical staff.

MAJOR DUTIES: *Essential responsibilities and duties may include, but are not limited to, the following:*

1. Assume full responsibility for all Fire Department services and activities including fire suppression, prevention and emergency medical response; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Fire Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

8. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
9. Represent the Fire Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments, outside agencies and organizations.
10. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire safety.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
13. Perform related duties and responsibilities as required.

KNOWLEDGE AND SKILLS:

*Bachelor's Degree in Business or Public Administration required. Master's degree preferred. Extensive experience in Fire Service command level positions required. Completion of the National Fire Academy Executive Development program or a similar state academy program preferred. Experience in a collective bargaining environment a plus.

Knowledge of:

*Operations, services and activities of a municipal fire department.

*Principles and practices of fire suppression, prevention and investigation.

*Operations of fire apparatus and equipment.

*Principles and practices of leadership and management.

*Principles and practices of program development and administration.

*Advanced methods and techniques of fire fighting and suppression.

*Advanced methods and techniques of emergency medical response.

*Principles and practices of municipal budget preparation and administration.

*Pertinent Federal, State and local laws, codes and regulations.

Ability to:

*Lead and manage a municipal fire department.

*Develop and administer departmental goals, objectives and procedures.

*Analyze and assess programs, policies and operational needs and make appropriate adjustments.

*Identify and respond to sensitive community and organizational issues, concerns and needs.

*Plan, organize, direct and coordinate the work of lower level staff.

*Delegate authority and responsibility.

*Select, supervise, train and evaluate staff.

*Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

*Plan, direct and review fire operations, safety code compliance and emergency medical services.

*Properly interpret and make decisions in accordance with laws, regulations and policies.

*Meet the physical requirements necessary to safely and effectively perform the assigned duties.

*Successfully complete certification requirements for fire chief status.

*Research, analyze and evaluate new service delivery methods and techniques.

*Prepare clear and concise administrative and financial reports.

*Prepare and administer large and complex budgets.

*Interpret and apply applicable Federal, State and local policies, laws and regulations.

*Communicate clearly and concisely, both orally and in writing.

*Establish and maintain effective working relationships with those contacted in the course of work.