

City of Sallisaw
Job Description

Job Title: Fire Chief

Exempt (Y/N): Yes
Date: May 2008

Department: Fire Department
Reports To: City Manager

SUMMARY

The incumbent is responsible for managing the Fire Department in an efficient and effective manner. Reports directly to the City Manager. Acts as head of the department, Environmental Compliance Officer, and is the Emergency Management Officer for the city. Work involves responsibility for supervising and coordinating the activities of the fire department and for compliance with departmental policies and procedures. Work includes participation in the administration of the department and its various programs of employee training and development, apparatus and equipment improvement and upkeep, firefighting operations and procedures, and departmental budgeting, purchasing and internal control. Assignments also include the planning, supervision and execution of a comprehensive citywide fire prevention program. At the scene of an emergency, the employee is responsible for supervision of operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

1. Responds to fire alarms or other emergencies in the community and to other fires to which ordered; relieves company officer upon arrival at a fire and oversees all firefighting and life saving operations; determines and directs property deployment at scene of fire; determines the necessity of additional firefighting companies; calls for additional companies as needed; orders apparatus and equipment not needed to return to station; after a fire is extinguished, assists in determining cause and origin.
2. Determines allocation of manpower to attain most effective distribution; assistants and participates in matters of department discipline and morale. Prepares special orders, instructions and notices to department personnel; assists in preparation of communications manual.
3. Attends meetings with other officials to discuss mutual aid problems and procedures; attends training conferences and seminars.
4. Planning and participates in a comprehensive fire prevention program including the supervision of year-round fire prevention education activities such as distribution of literature, safety drills and demonstrations, fire prevention week, public appearances before service organizations and the preparation of news releases.
5. Participates in drafting of necessary fire prevention ordinances; reviews building plans for compliance with fire safety features; investigates fires of suspicious nature and prepares reports.

6. Supervises maintenance of department records.
7. Direct and conduct fire training for firefighters.
8. Conducts medical training for firefighters and EMR Certifications. Also, responds to EMR calls.
9. Maintain fire reports.
10. Maintain training records for firefighters.
11. Insure vehicles and firefighting equipment is maintained/cleaned properly and ready for use.
12. Perform fire investigations and assist with enforcement of fire codes.
13. Maintain department facilities. Responsible for department materials, supplies and equipment.
14. Prepares budget request for the department and administers budget upon adoption.
15. Perform related duties and special tasks as assigned by the City Manager.
16. Coordinate with and serves as City's point of contact with the County/City Emergency Management Director.
17. Approves burn permits
18. Insures that fire plugs are tested, repaired and maintained properly.
19. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises Volunteer Firefighters and other department employee(s). Supervises and manages the department in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training; planning, assigning, and directing work; appraising; rewarding and disciplining; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) required. Five (5) years fire service or related experience required. Five (5) years management experience and service as a line officer is desirable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts with other departments and offices and with individuals in middle and senior level positions. Frequent contacts with the general public, patrons and key community leaders and representatives. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

MATHEMATICAL SKILLS

Must be able to apply the basic concepts of math; add, subtract, multiply and divided. Must have knowledge of fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Oklahoma Driver's License with driving record suitable to the city's insurance carrier. The following is desirable: Firefighter I & II; Instructor I & II; OSHA Hazardous Waste Operations; OSHA Supervisor; Emergency First Responder; Hazardous Material Emergency Response; Fire Cause and Determination Phase I & II; Incident Command; and, Unified Command. Upon hire, it is expected that the Fire Chief will pursue available professional training and certification.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee must have the ability to talk and hear. The employee must be able to sit, stand and walk; use arms, hands and fingers to handle, feel and reach. Must have the ability to taste and smell. Must be able to climb, balance, stoop, kneel, crouch and crawl. The employee must be able to lift and/or move a minimum of 50 pounds on a regular basis. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this position the incumbent is exposed to all types of outdoor weather conditions; extreme heat and cold and wet or humid conditions. The incumbent may work in high precarious places, near moving mechanical parts, and may be at risk of electrical shock and/or vibration. Works involves potential for explosions. Possible risk of radiation. The incumbent may be exposed to fumes, airborne particles and toxic and/or caustic chemicals.

The noise level in the work environment is usually loud.

** A pre-employment drug test is required. Successful applicant must reside within a 3½ mile radius of any Sallisaw Fire Station.

Approved: 
City Manager

Date: 11/6/14

Modified: 11/6/2014