JOE DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Fire Chief</th>
<th>Civil Service:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Fire</td>
<td>Bargaining Unit:</td>
<td>Fire</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>City Manager</td>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Location:</td>
<td>Station 2</td>
<td>Overtime Status:</td>
<td>Salary</td>
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<tr>
<td>Effect. Date:</td>
<td>2/1/07</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):
This is a professional position within the municipal fire department. The Fire Chief is responsible for the administration, coordination, supervision and control of all fire department activities. The Fire Chief makes administrative and operational decisions pertaining to fire prevention and code enforcement, fire fighting, emergency medical services, special operations, planning, budgeting, record-keeping, public education, purchasing, general administration and training and supervision of subordinate officers. All work is performed in accordance with established laws, regulations, and city policies. The Fire Chief works under the direction of the City Manager who reviews his or her work primarily in the broad interest of insuring fire safety and prevention for the city.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

• Plans, directs, coordinates, and controls departmental operations regarding equipment, apparatus, and personnel.
• Responds to major fire alarms and personally directs firefighting activities through sub-ordinate officers.
• Enforces fire prevention laws regarding: safety regulations for public assemblies, the handling and storage of combustible materials, and the use of flammable liquids and explosives.
• Reviews reports prepared by subordinates regarding field inspections and other departmental matters.
• Plans, directs, coordinates and controls the Fire Department's maintenance program.
• Reviews reports and administers inspections of buildings in connection with the City licensing program.
• Administers and supervises city and fire code inspection programs.
• Conducts these personnel activities: planning, job analysis, preparing job descriptions, recruitment, selection, training and development, scheduling, performance appraisal, promotions, and termination, in accordance with applicable civil service laws.
• Prepares equipment specifications and inspects new equipment for compliance with specifications.
• Prepares and monitors annual budget for the Fire Department.
• Responsible for the department’s safety program.
• Attends fire conventions and other professional meetings related to modern firefighting methods and administration.
• Functions as a representative of the fire department and addresses various groups to increase community awareness and understanding regarding the department's pro-grams and activities.
• Reviews plans and specifications for equipment purchases.
• Reviews and approves department purchases.
• Maintains financial records of the department, supervises and accounts for all expenditures.
• Represents the city in dealing with other governmental jurisdictions, private firms, and the general public regarding matters involving the Fire Department.
• Confers with citizens and representatives of federal, state other metropolitan cities, county and township agencies as well as citizen groups, and special interest groups regarding various Fire Department problems and activities; prepares memoranda and conducts correspondence relevant to activities of the department.
• Coordinates work activities and equipment and personnel allocations with other city departments.
• Investigates citizen complaints and ensures corrective action is taken on department issues.
• Attends staff meetings, city council meetings and other meetings, as required.
• Addresses various civic organizations to increase community awareness and understanding regarding the department’s programs and activities.
• Develops technical reports, proposed ordinances, and develops departmental work programs and budgets.
• Confers with the City Manager on major departmental activities; furnishes advice on Fire Department problems; recommends departmental policies, procedures, and related matters.
• Performs related work as required.

REQUIRED KNOWLEDGE AND SKILLS
List key dimensions (measurements for success) for this position:

• Extensive knowledge of the principles and practices of modern firefighting, fire department administration, and the protection of life and property from fire.
• Knowledge of the city’s geography, including the location of streets, major buildings, and water system.
• Knowledge of fire department policies, rules, and regulations, including fire prevention methods.
• Ability to plan, direct, coordinate, and control the activities of subordinates and of the several divisions of a municipal Fire Department.
• Ability to react quickly and calmly in emergencies and direct the work of subordinates during emergencies.
• Ability to establish and maintain effective working relationships with fellow employees, civic groups, and the general public.
• Ability to foster and maintain the respect of subordinate officers.
• Ability to oversee all fire department operations, facilities, and equipment.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES
List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

• Ability to read, speak, write and understand English to effectively communicate with citizens and employees by telephone, two-way radio, in written form or face-to-face.
• Ability to hear speech and other commands effectively to allow for the taking of directions from dispatchers and command officers and to avoid injury from accident.
• Possess full physical agility and bipedal mobility to effectuate rescue of individuals, movement of unconscious persons and carrying of heavy equipment and hose lines.
• Possess mental functions free of significant aberration, which are essential for rational decision making in firefighting operations, the application of emergency medical procedures or technical rescue activities.
• Shall not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
• Ability to work long hours outdoors, occasionally under adverse weather conditions.
• Specific examples or essential functions are as follows:
  o Driving fire apparatus and other emergency vehicles;
  o dragging and carrying various lengths and sizes of fire hose;
  o directing streams of water through nozzles;
  o carrying, raising and climbing ladders; and carrying equipment up and down ladders;
  o using forcible entry tools such as saws, axes, bars, etc. to open holes in walls, roofs and floors;
  o wearing breathing apparatus while performing interior search and rescue operations, usually in heavy heat and smoke conditions;
  o tying a variety of fire service knots for raising and lowering equipment and/or rescue trapped or unconscious persons;
  o extending hose lines by making and/or breaking hose couplings;
  o carrying unconscious persons down ladders;
  o performing salvage operations such as throwing salvage covers, sweeping water and removing debris;
  o sending and receiving radio transmissions;
  o giving and receiving instructions;
  o administering first aid and CPR;
- operating cardiac defibrillators;
- cleaning and washing equipment, hose and fire vehicles;
- repairing vehicles and equipment;
- cleaning and washing floors and walls in fire stations;
- shoveling snow from fire station's driveways and sidewalks;
- working out to remain physically fit;
- speaking to civic groups, students and assembled citizens;
- attending conferences and training sessions;
- using complex equipment in accordance with specifications;
- remaining calm in difficult and dangerous situations;
- Exercising judgment consistent with a person of sound mental health with an absence of organic or psychological dysfunction.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

- High school diploma.
- Minimum five years experience as a career firefighter.
- Minimum of two years, fire years desirable, command experience as an Assistant Chief, Captain or Lieutenant.
- Successful completion of fire science certificate program.
- Associate or Bachelors degree in Fire Science, Business Administration or related field preferred.
- Any equivalent combination of experience and training may be acceptable.
- Must have valid Iowa driver’s license.

WORKING CONDITIONS

List working conditions for this position:

- Works a standard work week and must attend City Council meetings and overtime upon demand of workload.
- Works in an office environment, but may encounter firefighting conditions;
- Firefighters work under extremely dangerous conditions
- Works in a physically and mentally stressful environment

REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Worker’s Compensation Background check
- Sex Offender Registry
- Criminal Background Check
- Credit Check
- Drug Screening
- Driving Record
- Pre-Employment Physical