JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Fire District Chief</th>
<th>Civil Service:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Fire</td>
<td>Civil Service:</td>
<td>Fire</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Fire Chief</td>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Location:</td>
<td>Station 2</td>
<td>Overtime Status:</td>
<td>Paid Overtime</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>9/2/10</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. A District Fire Chief may be assigned a specific divisional responsibility as either Fire Marshal or Training/Safety Coordinator and will also assist in the coordination, administration and supervision of all other divisions of the department. A District Chief responds to fires and other emergencies and is responsible for proper management and extinguishment of fires until relieved of command by a superior officer. A District Chief may issue unwritten and written disciplinary notices to employees. A District Chief assumes the role of Fire Chief in his or her absence should the Assistant Chief be unavailable.

Direction and supervision is received from the Fire Chief or Assistant Fire Chief. District Chiefs are subject to variations in work schedule and may be required to work some weekends.

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:

- Responds to fire and other emergencies and makes certain that the I.C.S. system is being implemented properly accepting command when necessary.
- Administers assigned divisional responsibility and supervises employees working within the division.
- Attends conferences, workshops MFFA and other professional meetings related to fire department administration and operations.
- Provides input into the selection and management of employees in accordance with City and Departmental policy.
- Assists in the development of budget submittals.
- Performs related work as required and assigned by the Fire Chief.
- Fills in for the Fire Chief and/or Assistant/Deputy Fire Chief as needed.
- Attends civic, professional, service and community group meetings at schools, churches and other places of public gathering to explain the activities and functions of the Fire Department and to establish favorable public relations.
- Examples of the Fire Marshal Division work performed:
  - Plans and participates in the performance of fire inspections, fire investigations, public education and related prevention activities. Directs, supervises and trains and disciplines assigned personnel and reviews their activities.
  - Receives and manages complaints and problems related to the fire code and provides code-related and fire safety consultation services to the general public.
  - Plays an active role in intra-office city meetings related to code enforcement and plat approvals and forwards information and/or revisions to appropriate members of the department.
  - Reads/interprets architectural drawings, conducts or oversees the timely review of new construction and renovation projects and coordinate with the City's Building Department on final acceptance of plans and occupancy of structures.
  - Oversees the development and delivery of public education programming.
  - Researches, analyzes and interprets local fire statistics to implement fire safety programs and initiate changes in local fire codes.
- Oversees the Department's juvenile fire-setter program.
- Manages the Department's fire investigation activities.
- Oversees the Department's pre-planning program to maintain up to date information on high hazard properties.

Examples of Training/Safety division work performed:
- Plans, directs and oversees the preparation of and delivery of the fire, medical technical rescue and other required training of the entire department in order to provide consistent training for all personnel.
- Provides direction, guidance and oversight to subordinate officers assigned to the training and/or safety division.
- Identify training needs through needs assessment and establish an annual training plan.
- Periodically evaluate training materials to determine effectiveness and make recommendations for replacement of obsolete curriculum and/or acquisition of new programs.
- Works in conjunction with other divisional officers to make certain training needs are met.
- Establish professional relationships with peer trainers and safety officials and assist in the development and/or coordination of regional training initiatives.
- Maintains accurate records and ensures that all effected staff attains necessary training to maintain current certifications and departmental standards.
- Develops and administers the Department's safety program using appropriate NFPA standards as a guideline, evaluates equipment and work practices and makes recommendations for improvement.
- Oversees the citywide accident reporting and accident review activities, collects and maintains accurate records and produces reports as required and recommendations for training and/or modifications of work practices. Schedules and prepares agendas for periodic accident review and safety meetings and makes certain that accurate minutes are kept.
- Act as liaison between the City and its worker's compensation carrier with reference to safety inspections and/or program enhancements.

REQUIRED KNOWLEDGE AND SKILLS
List key dimensions (measurements for success) for this position:
- Hold State of Iowa Firefighter certification at the highest level available within their division of responsibility or attain said certification within one year of assignment.
- Extensive knowledge of the principles and practices of modern firefighting, rescue operations and emergency medical services.
- Knowledge of modern fire prevention practices and fire code administration.
- Knowledge of the operation and maintenance of the various types of apparatus and equipment used by the fire department, along with the ability to supervise the effective use of such equipment and apparatus.
- Knowledge of the city's geography, including the location of streets, water system and major buildings.
- Knowledge of modern training practices and techniques.
- Ability to plan, direct, coordinate and control the activities of subordinates
- Ability to research and organize data, write reports and make written and verbal presentations.
- Ability to react quickly and calmly in emergencies and to direct the work of subordinates during emergencies.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Ability to foster and maintain the respect of subordinate officers.

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 utilize Microsoft Office products to manage information, draw conclusions and communicate them in a professional manner.
- Ability to communicate both verbally and in writing in order to perform functions such as meeting with the public, city officials, community organizations, staff and other City department.
- Ability to hear speech and other sounds effectively to allow for the taking of directions from dispatchers and command officers and to avoid injury from accident.
- Possess mental functions free of significant aberration which are essential for rational decision making in firefighting operations and application of emergency medical procedures.
- Possess full physical agility and bipedal mobility to effectuate rescue of individuals, movement of unconscious persons and carrying of heavy equipment and hose lines.
- 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.

### QUALIFICATIONS

List the minimum requirements to be considered for this position:
- Certificate in Fire Science from Kirkwood Community College or equivalent, and
- A minimum of five years of fire department supervisory experience at a level, which has afforded the opportunity to become familiar with all phases of departmental operations, is required.
- An Associate's Degree in a Fire Service-related discipline is desirable.
- Completion of the NFPA 1021 Fire Officer II, Firefighter II, Fire Instructor I certification is required.
- Completion of the NFPA 1021 Fire Inspector I certification is desirable.
- Must have or be able to attain a valid Iowa driver's license.

### WORKING CONDITIONS

List working conditions for this position:
- Works a standard workweek 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
- Drug Screening
- Driving Record
- Pre-Employment Physical