



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	FIRE CHIEF		
Department:	Fire		
Supervisor:	City Administrator		
Date:	February 2012	Position No.	FD/1
FLSA Status:	Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for managing the overall operations of the Fire Department, including supervising, administering, and directing all employees and activities.

Job Scope:

The purpose of this position is to oversee the operations of the Fire Department. Successful performance helps ensure the increased safety of life and property in the City of Sedalia.

Essential Duties and Responsibilities:

1. Plans and directs all department activities; conducts employee and equipment inspections.
2. Evaluates the needs of the community regarding life safety and property protection; establishes plans and programs to meet those needs; advises the City Administrator of these plans.
3. Establishes goals and objectives for the Fire Department; develops policies and procedures.
4. Prepares the annual department budget; monitors and approves expenditures under the current budget.
5. Administers adopted codes and ordinances.
6. Responds to fire alarms; directs firefighting activities through subordinate supervisors.
7. Supervises the selection of new employees and candidates for promotion; enforces disciplinary actions.
8. Coordinates activities between the Fire Department and other emergency response agencies.
9. Provides leadership to department personnel to encourage the performance of their duties in the most effective, efficient, safe, and professional manner; supervises and approves work schedules, employee assignments, employee disciplinary actions, and performance evaluations.

10. Coordinates activities and performance at fire and rescue scenes or other disasters.
11. Assists with and makes recommendations regarding community development projects; reviews construction plans for new buildings and makes recommendations based on code requirements.
12. Supervises writing of equipment specifications.
13. Prepares internal and inter-departmental correspondence.
14. Advises the City Administrator during major emergencies.
15. Participates in city-wide meetings; makes public speaking appearances; attends public functions.
16. Maintains current processes by staying current with trade journals, workshops, seminars, and professional organizations.
17. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Bachelor's degree in related field from an accredited college or a combination of 10 years experience in Fire Service Administration and an Associate's Degree in a related field.
2. 3+ years experience as a Deputy Chief
3. Ability to meet current requirements set forth by the National Fire Protection Association and the certification standards as established by the Missouri State Fire Marshal's Office.
4. Knowledge of municipal government practices preferred
5. Missouri drivers license
6. Must agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of the principles, practices, and equipment used in fire suppression.
2. Knowledge of existing fire codes, laws, ordinances, and accepted standards.
3. Knowledge of emergency incident management techniques, including the National Incident Command System.

4. Knowledge of city budgeting guidelines.
5. Skill in planning, developing, implementing, and enforcing policies, programs, and guidelines.
6. Skill in organizing and scheduling work.
7. Skill in using a computer and standard office equipment.
8. Skill in the training, supervision, and evaluation of personnel.
9. Skill in interpersonal relations.
10. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances
2. City and department policies and procedures, state and national standards, international fire codes, and federal and state laws and regulations.
3. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing division guidelines.

Complexity:

The work consists of varied managerial and technical duties. The variety of emergency and life-threatening situations encountered and personnel disputes contribute to the complexity of the work.

Principal Working Relationships:

1. Other department heads, other fire chiefs and emergency services providers, elected officials, news media representatives,
2. The general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over Deputy Fire Chief and Battalion Chief.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is typically performed in an office, but may also be performed outdoors and at the scene of emergency incidents. The employee may be exposed to noise, dust, dirt, irritating chemicals, inclement weather conditions, fire, heat, and toxic gases. The work may require the use of protective devices, such as masks, goggles, or gloves. In addition, evenings and weekends may be required.