

Fire Chief Job Description

For the City of Silvis

Summary:

The fire chief performs a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing fire prevention and suppression programs to prevent or minimize the loss of life and property by fire and emergency conditions.

Essential Functions:

1. Plans, coordinates, supervises and evaluates fire operations.
2. Establishes policies and procedures for the fire department to implement directives from the Mayor or City Council.
3. Plans and implements fire programs for the city to better carry out the policies and goals, including those set forth in the city's ordinances; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
4. Supervises and coordinates the preparation and presentation of an annual budget for the fire department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
5. Responds to alarms and may direct activities at the scene of major emergencies, as required.
6. Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
7. Supervises the operation of departmental in-service training activities.
8. Controls the expenditure of departmental appropriations.
9. Handles grievances, maintains departmental discipline, conduct and general behavior of assigned personnel.
10. Prepares and submits monthly reports to the Mayor regarding the department's activities and prepares a variety of other reports as appropriate, including the annual report of activities.
11. Plans departmental operations with respect to equipment, apparatus and personnel; supervises the implementation of such plans.
12. Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for, and recommends the purchase of, new equipment and supplies.
13. Meets with elected or appointed officials, other fire officials, community and business representatives, and the public on all aspects of the department's activities.
14. Attends conferences and meetings to keep abreast of current trends in the field.
15. Represents the city fire department in a variety of local, county, state and other meetings.

16. Performs the duties of command personnel as needed and fulfills obligations during duty days.
17. Serves as a member of various employee committees.

Competencies:

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.

Supervisory Responsibility:

Exercises supervision over fire department personnel.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. The individual may be exposed to blood or other potentially infectious materials during the course of duties.

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. While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Position Type/Expected Hours of Work:

This position regularly requires long hours and frequent weekend work. The position requires the on-call availability be 24 hours per day.

Travel:

Travel is primarily local during the business day, although some out-of-area travel and overnight may be expected.

Required Education and Experience:

Must meet the requirements of the Office of the State Fire Marshal with Fire Officer 1 or Basic Company Officer certification.

Must be able to complete the Office of the State Fire Marshal Fire Officer II or Advanced Company Officer certification within 3 years of hire date.

Must have a minimum of three years of management experience, preferably in the fire field.

Must live within the coverage area of the fire department.

Valid Illinois driver's license. Must obtain Class B Non-CDL within 6 months of employment.

Preferred Education and Experience:

Associate's Degree in a fire service related field.

Bachelor's Degree from an accredited college or university.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.