



Job Title: Fire Chief
Department: Fire Department
Direct Supervisor: City Manager

General Purpose

Appointed by and under the general direction of the City Manager, the Fire Chief is responsible for the administration, coordination and control of all fire department activities and has direct authority over all fire department personnel.

The Fire Chief has a direct input with the administrative staff in formulating policy toward the operation of the department and regarding equipment, apparatus and personnel. The Fire Chief has direct responsibility for formulation of the annual fire department budget and has director control over expenditures against the approved budget.

Essential Duties

- Under the direction of the City Manager, the Fire Chief is responsible for making administrative and operational decisions pertaining to the fire prevention, suppression, inspection, training, hazardous materials handling, emergency medical operations and the supervision of subordinate officers.
- Plans, directs and controls departmental operations regarding equipment, apparatus and personnel.
- Performs various personnel activities in accordance with approved practices and policies including: planning, job analysis, preparing job description recommendations, employee selection, training and development, scheduling, performance appraisals, promotions and discipline.
- Responsible for financial management of departmental budgets. Duties include: development of budgetary recommendations and control of actual expenditures against an approved budget.
- Responsible for departmental safety programs
- Represents the City in dealing with other governmental jurisdictions, private firms and the general public regarding departmental activities and public safety issues.
- Addresses various civic organizations and citizen groups to increase awareness and understanding of fire department programs and activities.
- Confers with the City Manager on departmental activities, providing advice on fire, EMS and related public safety issues. Attends staff meetings, City Council meetings and other board and commission meetings as required.
- Performs other duties as assigned.

Education, Experience and Training for Performing Essential Functions

Must possess the following:

- Graduation from an accredited college or university with major course work in Fire Science, Public Administration or closely related field.
- Extensive professional experience in fire or emergency medical service work including a minimum of five years at the rank of Captain or higher.
- Minimum of 12 years experience in the fire service with evidence of increasing responsibility in management.
- Graduation from St. Louis County Fire Academy certified as Firefighter I & II, certified Fire Officer I & II, certified Fire Instructor I, certified Fire Investigator, certified Fire Inspector, EMT or paramedic, licensed in the State of Missouri.
- Valid driver's license.

The Fire Chief shall have extensive knowledge of the following:

- Principles and practices of modern fire administration and fire fighting techniques
- Emergency medical procedures
- Hazardous material laws governing response and handling
- Laws, ordinances and regulations governing fire department activities
- Fire department policies, rules and regulations

The Fire Chief shall have skills and abilities in the following areas:

- React quickly and calmly in emergencies and direct the work of subordinates during emergency situations
- To establish and maintain effective working relationships with fellow employees, civic groups and the general public
- To foster and maintain the respect of subordinate officers
- Prepare clear and concise oral, written and graphic reports and presentations
- Maintain control and report on the financial status of the fire department including budgetary preparation and control, personnel and equipment cost estimation
- Develop and articulate long range goals for the fire department.

Work Environment and Physical Demands

Subject to call back in emergency situations. Exposure to abnormal, disturbing and morose scenes. Work performed primarily in office, vehicles and outdoor setting in all weather conditions, day and night in hot and cold temperatures. Frequently sit, stand and walk and occasionally engage in more active/strenuous activities. Must be able to react and move quickly. Assume positions requiring stooping, kneeling, crawling, crouching, climbing and balancing. Use hands and arms to reach, handle, and feel as coordinated or independent functions. Vision that is sufficiently correctable to obtain Driver's License. Hear and smell within the normal range of human ability and normal sense of touch. Exert physical strength to operate all equipment used in daily departmental activities.

Ability to pull, drag and remove victims from hazardous conditions. Lift 50 lbs. or more on a normal basis. Occasionally, perform command and emergency ops functions while wearing 40-50 pounds of gear, including SCBA. Handle a high level of personal stress and maintain composure of self and the situation under adverse conditions.

Exposure to: outdoor weather conditions, extreme heat, high precarious places, fire, fumes, airborne particles, hazardous materials, vibration, mechanical hazardous, infectious disease, electrical shock or radiation hazards, explosives, extreme noise level.