

FIRE CHIEF JOB DESCRIPTION

Compensation Grade: Fire Chief
Salary: \$52,000
Opening Date: December 16, 2022
Closing Date: January 15, 2023

Initial interviews to be scheduled after background check and drug screen received.

DESCRIPTION OF DUTIES

- The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:
- The Fire Chief reports directly to the Central Taney County Fire Protection District (hereinafter referred to as CTCFPD) Board of Directors and keeps the Board current on all activities of the district. The CTCFPD operates the "At Will" policy, and this employee serves as an "At Will" employee as an FSLA exemption with normal working hours Monday thru Friday, 9:00 a.m. to 5:00 p.m.
- The Fire Chief manages the CTCFPD with accountability for its operations, policies, and personnel along with the capacity to:
 - Integrate the work of subordinate units to produce results and achieve objectives through a unified organizational effort.
 - Directly and significantly affect the Department's operations and administration, including its overall responsiveness to the entire community and mutual aid calls for service.
 - Command and manage overall delivery of fire suppression, emergency medical response operations, hazardous materials response during critical incidents and other complex coordinated scenes.
 - Contribute to emergency management planning and oversees public education programs.
 - Perform related functions while bringing to the table growth and maintaining a budget that is in the best interest of the community and the CTCFPD.
 - Work may require heavy physical effort and exposure to dangerous/hazardous conditions. Wears personal protective equipment. May be subject to holdover and recall for essential services and emergencies.

GENERAL RESPONSIBILITIES

- Directs the Fire Protection District and provides effective senior level leadership.
- Ensure that operations are effective and responsive to the community.
- Ensure compliance with legal, regulatory standards and codes, and other requirements including implementation of department policies, procedures, practices, and other guidelines.
- The Fire Chief has the power and authority to reprimand or suspend any member of the CTCFPD subject to the Board approval or review.
- Performs other duties as assigned by the CTCFPD Board of Directors.

QUALIFICATIONS

- A high school diploma or a Certificate of General Educational Development (GED).
- A Degree in Fire Science, Business Administration, Public Administration, or closely related field along with any combination of five years of experience as a Fire Chief, Assistant Fire Chief, Deputy Fire Chief, or Battalion Chief demonstrating the ability to provide leadership at a senior Fire Officer level is preferred.
- Certification as a Missouri Division of Fire Safety Fire Officer I, Instructor I, Fire Fighter II and all required NIMS Courses or equivalent International Fire Service Accreditation Congress (IFSAC) certificates.
- Knowledge of supervisory principles and ability to manage the operations/programs of the unit/team.
- Senior Fire Officer (Battalion Chief or higher) level knowledge of, and skill in, fire suppression, rescue and EMS to help manage and oversee operations of the department and as required, serve as Incident Commander.
- Ability to work under pressure, maintain emotional self-control and provide senior-level leadership during peak work periods, emergencies, and other situations
- Skill in effective oral and written communication.

QUALIFICATIONS (con't)

- Ability to use computer hardware and modern office suite software, with emphasis on special systems generally used in Fire and Rescue Departments for records management, scheduling and incident management and command, such as for ROVER, Emergency Reporting, NFIRS, etc.

CERTIFICATIONS AND LICENSES REQUIRED

- Certification as a Fire Officer I, Firefighter II and Fire Service Instructor I, Driver/Operator, or equivalent International Fire Service Accreditation Congress (IFSAAC) certificates.
- FEMA accredited training in (a) Incident Safety Officer and (b) Incident Command System (ICS) 400, 700, and 800.
- Certification in HAZMAT Operations (HMO), as required.
- Certification in Emergency Medical Responder (EMR), as required.
- A Missouri State driver's license in good standing without any incidents on record for past 5 years.

PREFERRED CERTIFICATIONS

Additional consideration will be given to candidates with certifications in:

- Fire Officer II, Fire Service Instructor II, Fire Inspector, Emergency Medical Technician-Basic.