TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Chief

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical & rescue services to prevent or minimize the loss of life and property by fire and emergency medical incidents.

**SUPERVISION RECEIVED**

Works under the general supervision of the Mayor.

**SUPERVISION EXERCISED**

Supervises the Administrative Assistant and Assistant Fire Chief directly, and other department staff through subordinate officers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**MCA 7-33-2001, Fire Chief Powers and Duties**

Plans, coordinates, supervises and evaluates Fire, EMS & Rescue operations.

Establishes policies and procedures for Fire Department in order to implement directives from the Mayor or Town Council.

Plans and implements Fire and EMS programs for the Department in order to better carry out policies and goals; reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies

Supervises and coordinates the preparation and presentation of an annual budget for Fire Department; directs the implantation of Department’s budgets; plans for and reviews specifications for new or replaced equipment.

Responds to alarms and directs activities at the scene of emergencies.

Directs Departmental in-service training activities.

Controls the expenditure of Departmental appropriations.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits monthly reports to the Mayor and Town Council regarding the Department’s activities and prepares a variety of other reports as appropriate including annual report of activities.

Plans Departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.

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.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually coordinates and reviews the performance evaluations of all Department personnel and forwards to Mayor at the direction of the Human Resources Supervisor.

Annually conducts the performance evaluation of the Assistant Fire Chief and Administrative Assistant.

**PERIPHERAL DUTIES**

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Serves as a member of various Department committees.

Efficiently and effectively fills open positions through recruiting initiatives.

**DESIRED MINIMUM QUALIFICATIONS**

**MCA 7-33-4107, Qualifications of Firefighters**

Education and Experience:

1. Graduation from high school or GED equivalent.
2. Five (5) years prior work experience of a progressively responsible nature in firefighting and prevention and emergency medical services, including supervisory duties which must have been equivalent to Lieutenant or higher.
3. Completion of FFI or equivalent
4. Completion of FFI as a Crew Leader or equivalent.
5. Completion of FFI as a Coach or equivalent.
6. 40 Hours of Instructional Training from the previous calendar year.
7. Ability to demonstrate proficiency in the operation of response apparatus.

Necessary Knowledge, Skills and Abilities:

1. Thorough knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
2. Skill in the operation of listed tools and equipment.
3. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally an in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

**SPECIAL REQUIREMENTS**

1. Must be eighteen (18) years of age or older at time of hire; **MCA 7-33-4107 (2)**
2. No felony convictions or disqualifying criminal histories within the past seven (7) years;
3. Ability to read and write the English language;
4. Ability to meet Departmental physical standards;
5. A valid Montana Driver’s License.

**TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

**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. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts.

Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_