



Springerville Fire Department

Position Description: Chief

Position Summary:

The Fire Chief is the Department's Chief Executive Officer and Commander in Chief. The Fire Chief is responsible for implementing the written or oral rules, policies, practices, or procedures established by the Council, and carrying out the duties imposed by Federal, State or local laws, regulations, codes, standards or ordinances. The Fire Chief is responsible for all aspects of the day-to-day administration, operation and finances of the Town, including, but not limited to the development, implementation, supervision, and evaluation of fire suppression, fire prevention and education, emergency rescue, hazardous materials and emergency medical services provided by the department.

Primary Powers, Duties and Responsibilities:

In addition to duties imposed by the Town Manager from time to time, the following are an overview of the primary powers, duties and responsibilities for this position and shall not be considered an all-inclusive list.

- Serve as the Chief Executive Officer and Commander in Chief under the general supervision of the Town Manager.
- Responsible for all aspects of the day-to-day administration, operation and finances of the Department, directly or as delegated to subordinate staff or supervisors.
- Responsible for the development, implementation and on-going evaluation of Emergency Services provided by the Department.
- Hire, effectively supervise and terminate personnel, at his/her discretion, and within the limitations of the annual budget approved by the Council and the employee manual.
- Require and receive from each Department employee or volunteer/reserve member strict compliance with all Department rules, procedures, orders and directives.
- Supervise, evaluate, direct and coordinate personnel, administration, finances and operations to achieve Council and Town Manager objectives.
- Within the budget approved by the Council and within the purchasing policy, responsible for the purchase, sale, upgrade, usage, maintenance, and security of equipment, apparatus, facilities and other real and personal property.
- Command fire ground and emergency operations of the Department, as the Fire Chief deems necessary and appropriate.
- Maintain office hours at the Department's headquarters necessary for the efficient and effective administration and operation of the Department, including the provision of high-quality Emergency Services.

- Ensure personnel and confidential records for each member are generated and given to human resources.
- Attend meetings, conferences and trainings that may require travel and overnight lodging, as may be necessary from time to time.
- Responsible for continually evaluating the present and future Emergency Services needs of the property and citizens within the Department's jurisdiction, citizens passing through the Department's jurisdiction, the Department's Emergency Services obligations to other agencies through Intergovernmental Agreements, Mutual Aid Agreements, Automatic Aid Agreements or otherwise, and develop or update strategic plans to meet the present and future emergency Services needs identified, for consideration by the Council.
- Attend all regular Council meetings and all special Council meetings, including study/work sessions, and advise the Council on matters before it. Prepare a detailed written report for the monthly Council meeting.
- Be on-call 24 hours a day, seven days a week, except when on vacation or other leave.
- Schedule work for the most efficient and effective performance and training
- Review and act upon complaints from the public or other agencies. Advise citizens, property owners, contractors and others on questions relating to Department rules, policies and procedures.

Required Knowledge, Skills and Abilities:

- Demonstrate a comprehensive knowledge of the Department's rules, policies and procedures.
- Proficient in the use of the Department's communications systems. Ability to use a personal computer, including word processing software and database software.
- Demonstrate a proficiency in the skills, methods and knowledge required for the position, and a commitment to keep abreast of current developments in Emergency Services.
- Demonstrate ability to create a work environment in which volunteers and employees can be open and at ease with each other.
- Demonstrate ability to recognize and accept constructive criticism. Utilize training, direction, delegation and accountability to improve team skills. Assist subordinates in resolving conflicts. Encourage individual initiative.
- Demonstrate sound personnel management skills. Ability to clearly state results expected from subordinates.
- Demonstrated ability to manage to performance or quality control standards. Ability to ensure results, set control parameters in the terms of time, and take corrective action when required.
- Ability to adapt to necessary changes in operations; willing to try new ideas.
- Willing to make timely, fact-based decisions; ability to handle uncertainty and clarify ambiguities timely and effectively.
- Ability to develop plans based upon a thorough analysis of relevant facts; costs and benefits are justified; set clear, precise, and measurable goals.

- Demonstrate the ability to work effectively with other agencies in a cooperative and constructive manner, while promoting improved coordination and professional relationships.

Minimum Qualification and Certification Requirements:

- High School Diploma or G.E.D.
- Possess and maintain a valid EMT Cert., CPR Cert., and fire captain qualification.
- Possess certifications in ICS and NIMS required for incident command positions.
- A minimum of ten years of experience with a progressive fire department. A minimum of five years in a supervisory position and five years in administration.
- Possess or obtain within ninety (90) days of hire, and maintain a valid Arizona driver's license and acceptable driving record.

Preferred Qualifications:

- Possess a Bachelor's Degree recognized from an accredited institution in Fire Science, Fire Administration or other field related to the fire service and administration.
- Possess Executive Fire Officer Program certification, Chief Officer Designation or equivalent experience.

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

- Portion of this position involves sedentary, administrative work in an office environment; however, in emergency situations, the Fire Chief may be required to supervise and assist on fire ground activities at an emergency incident.
- Ability to perform arduous physical tasks while supervising and assisting on fire ground activities at an emergency incident.
- Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
- Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin requiring the wearing of furnished Personal Protective Equipment (PPE).
- Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc. requiring the wearing of furnished PPE.
- Work may result in exposure to high noise levels requiring wearing hearing protection.
- This position will involve periods of high physical, mental and/or emotional stress.