

POSITION DESCRIPTION

City of Monett

Monjob85

JOB TITLE: Fire Chief

DEPARTMENT: Monett Fire and Rescue

SALARY RANGE: Payroll – Level 13

IMMEDIATE SUPERVISOR: City Council

ESSENTIAL FUNCTIONS

- I. Supervisory Activities 30% of Time
- A. Provides direct and indirect supervision of subordinate officers, acts as role model, and provides feedback regarding their performance.
 - B. Provides formalized coaching and judging of subordinate officers assuring for professionalism, impartiality, accurate documentation, and timeliness.
 - C. Recommends promotions, provides recognition and recommends disciplinary action as needed assuring for professionalism, impartiality, accurate documentation, and timeliness.
 - D. Conducts selection and interviews from candidate pool assuring that the most qualified persons are selected and assuring for compliance with applicable law and rules.
 - E. Oversees and develops the curriculum for all of subordinates ensuring that they are properly trained in all rules and regulations according to NFPA and State Fire Marshall standards assuring for best current up to date fire protection.
 - F. Supervises day to day operations of the Fire Department assuring that all policies are ahead in a professional and courtesy manner.
 - G. Responds to requests from immediate supervisor in an accurate, complete and timely manner.
 - H. Deals with the public in a professional and courteous manner.

- I. Responds to requests from immediate supervisor in an accurate, complete and timely manner.
 - J. Allows and requires subordinates to perform their jobs with appropriate levels of supervision.
 - K. Develops all schedules for the Fire Department and maintains all payroll and time sheet related documents and activities.
 - L. Problem-solves to alleviate ongoing issues in accordance with department policies and applicable laws and regulations.
- II. Fire Fighting, Rescue and EMS Activities 20% of Time
- A. Receives notice of emergency, determines the manpower and equipment requirements, and proceeds to the scene.
 - B. Arrives at scene, determines the best course of action assuring for accuracy, safety, and timeliness.
 - C. Considers the nature of extent of the fire or emergency condition, condition of building, danger to adjacent buildings, and source of water. Determines the plan of action.
 - D. Implements and directs the plan of action assuring for full compliance with all related departmental procedures, safety procedures, and to minimize the loss of life and property.
 - E. Makes mid-course modifications and adjustment to the plan of action to accommodate the unfolding elements of the emergency assuring for safety, accuracy, and timeliness.
 - F. Makes determinations regarding the security of the emergency scene and the appropriateness of exiting the scene assuring for thoroughness.
 - G. Completes all related documentation of the emergency incident assuring for accuracy and for timeliness.
 - H. Assists in determining the need for the investigation of causes of incendiary and arson cases.
 - I. Deals with the public in a professional and courteous manner.

- J. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- K Oversees dispatching of all emergency crews and equipment with adjoining Cities and Monett Departments.
- L. Responds to Hazardous Material incidents and follows necessary guidelines to ensure for compliance and safety.
- M. Focuses on safety in all aspects of the position for personnel and the Public in all situations.

III. Budget Related Activities 10% of Time

- A. Prepares the budget in accordance with the standards established assuring for accuracy and timeliness.
- B. Defends and explains the details of the budget as needed assuring for accuracy.
- C. Provides details if budget variances occur and assists in brings operations back into compliance with budget as needed.

IV. Planning Activities 20% of Time

- A. Maintains an awareness of every facet of the fire department to ensure efficient service to the community.
- B. Sets goals and objectives for future developments assuring that the department is progressive and in step with trends.
- C. Attends external meetings, seminars, and programs so as to maintain an awareness of the trends and developments of the fire industry.
- D. Maintains open lines of communication within the department by holding and attending regular scheduled meetings with the Deputy Chief and Captains and other staff personnel.

V. Internal and External PR Activities 10% of Time

- A. On occasion, attends various civic organizational meetings and functions facilitating accessibility and answers questions and provides information regarding department activities, practices, and policies.
- B. Sets a tone for the entire department that all activities are to be completed in an orderly and structured and professional manner.
- C. Establishes, in concert with others, all training requirements for department personnel assuring for safety.
- D. Submits and maintains all monthly reports for the City Council, Fire Marshall's Office, and other State and Federal Agencies as required.

VI. Coordination Activities 5 % of Time

- A. Maintains membership with professional organizations assuring accessibility to the resources of the professional community.
- B. Makes requests to outside agencies assuring that the department has access to outside resources assuring for professionalism and the best possible PR for the City.
- C. Cooperates with requests for services made by local, state, or federal agencies as requested.
- D. Communicates with Emergency Management Officials for the City and surrounding areas.
- E. Maintains an understanding knowledge of all applicable ordinances and laws related to the department. Keeps all appropriate individuals informed of changes to these ordinances and laws.

VII. Emergency Management Activities 5% of Time

- A. Acts as the Emergency Management Director when others unavailable.
- B. Maintains an awareness of all emergency management plans that exist.
- C. Assists with the implementation of the emergency management plans.

- D. Completes any required documentation assuring compliance with all applicable state or federal requirements.
- E. Assistant Chairperson for the local Emergency Management Planning Committee.
- F. Member of the 911 Board of Monett.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Extreme exposure to chemicals and fumes.
- ◆ Above Average exposure to heights.
- ◆ Extreme exposure to work safety hazards.
- ◆ Above Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Above Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above Normal physical agility: ability to maneuver body while in place.
- ◆ Above Normal physical strength to handle routine office materials and tools.
- ◆ Above Normal physical strength to handle 80 lb. objects, considering frequency.
- ◆ Above Normal dexterity of hands and fingers.

- ◆ Above Normal physical balance: ability to maintain balance and physical control.
- ◆ Above Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School Diploma or equivalent.
- ◆ A valid driver's license.
- ◆ Must be 21 years of age, U.S. citizen.
- ◆ Non-convicted felon.
- ◆ Must have at least 10 years of fire fighting experience.
- ◆ Must have at least 5 years supervisory experience.
- ◆ Must live within six miles of Monett.

MENTAL EFFORT

- ◆ Above Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above Average memory, considering the amount and type of information.
- ◆ Above-Normal complexity of decision making.
- ◆ Above-Normal time pressure of decision making.
- ◆ Above Normal analytical thinking.
- ◆ Above Normal conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch