



JOB DESCRIPTION

TITLE:	Fire Chief
DEPARTMENT:	Fire
GRADE:	23
FLSA:	Exempt
EEO DESIGNATION:	Officials/Administrators
REVISION DATE:	10/19/2016

POSITION SUMMARY

The Fire Chief is an appointed position and is exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a). The Fire Chief manages the day to day operations of the Fire Department. Provide overall management of fire staff and budget, and the efficient direction and administration of all activities and programs for the department.

ESSENTIAL FUNCTIONS:

- Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.
- Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.
- Provide the overall vision, direction, and leadership for all activities and operations of the Fire Department including but not limited to fire prevention, suppression, emergency medical services, emergency preparedness, fire investigation, technical rescue, hazardous materials, and public education.
- Establish and maintain department goals, priorities, and work plans consistent with the goals and priorities of the city council and city manager.
- Implement risk management programs required by the city insurance carriers, city risk managers, and city manager to protect the health, safety, and welfare of city employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the city.
- Supervise the preparation and oversight of the annual budget.
- Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the city.
- Supervise subordinate personnel including hiring, performance management, employee development and training,
- coaching, and initiating corrective action.
- Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.
- Ensure proper maintenance and availability of equipment, apparatus, buildings and other facilities.
- Respond to emergency incidents and direct activities as necessary. Return to perform administrative duties as necessary.
- Submit reports as required detailing activities of the department.
- Performs other related duties, as assigned.



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MINIMUM QUALIFICATIONS:

Bachelor's Degree from a regionally accredited college or university with major course work in fire science, emergency management or other related field;

Eight (8) years of full-time broad government fire service-related work to include a minimum of four (4) years of supervisory experience as a Battalion Chief; may substitute additional education for experience (one year of education for one year of experience, up to two years of education maximum).

Must have a valid Utah Class D Driver's License, and Fire Officer I Certification. Master's Degree preferred. Must successfully complete all required Homeland Security courses including NIMS and ICS training.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of public sector laws and regulations.
2. Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.
3. Ability to learn and implement departmental policies and procedures.
4. Ability to operate a personal computer and Microsoft products.
5. Ability to communicate information and ideas clearly and concisely, in writing and verbally.
6. Skill in creating reports as needed using Microsoft software, including Word and Excel.
7. Skill to read, interpret, and apply laws, rules, and regulations, and policies.
8. Skill in working with others and establishing strong communication with city employees and the general public.
9. Ability to effectively and efficiently manage a municipal Fire Department; read, interpret and apply laws, rules, regulations, policies and/or procedures; evaluate information against a set of standards; supervise subordinate personnel, groups and/or organizations; use effective methods and techniques to deal with and resolve complex issues; remain sensitive to the community's needs; establish and maintain effective working relationships with staff, city officials, community organizations and the general public; communicate effectively, orally and in writing; compose and produce reports, documents and related material; participate in and/or command difficult emergency operations.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Exposure to weather extremes and seasonal conditions. Response to emergencies may involve exposure to dangerous situations under disagreeable conditions such as cold, wet, high temperatures, toxic fumes, smoke, excessive noise, hazardous materials, communicable diseases, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. Subject to emergency call back 24 hours per day 365 days per year. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal



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instructions, emotional stability, critical thinking and creative problem solving. Frequent local travel required in normal course of job performance. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age. The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.