

City of Coquille

JOB DESCRIPTION

Position:	FIRE CHIEF
Responsible to:	City Manager
Salary:	Starting Salary Based on Qualifications – \$62,892 to \$80,268 annual
Classification:	Fire/EMS Administration, Regular, Full-Time

Introduction

- Works under the General Guidance and Direction of the City Manager.
- Maintains an effective communication process with the City Manager.
- Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Operates a motor vehicle to assist in carrying out the business of the department and the City.
- Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.
- Manages and leads the fire department staff directly or through subordinate supervisors using leadership skills that include implementing an effective program of management.
- Maintains an open work environment within the department.
- Supervises the staff, officers or volunteers through subordinate officers.
- Develops, implements, monitors, and adjusts, as necessary, an effective communication system throughout the fire department.
- Plans, coordinates, supervises and evaluates Fire Department efficiency and effectiveness; formulates programs or policies to alleviate deficiencies.
- Establishes policies and procedures for the Fire Department in order to implement directives from the City Manager.
- Plans and implements Fire Department programs for the City in order to better carry out the policies and goals including those set forth in the City's Affirmative Action Plan.
- Supervises and coordinates the preparation and presentation of an annual budget for the Fire Department; directs the implementation of the Department's budget; plans for and reviews specifications for new or replaced equipment.
- Responds to alarms and may direct activities at the scene of major emergencies, as required.
- Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.

- Respond regularly to EMS calls on the ambulance as part of an EMS crew during working hours and also respond to second out EMS calls after hours. Ambulance shift for Fire Chief is 6:00 a.m. to 5:00 p.m. Monday thru Friday.
- Directs the operation of 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 periodic reports to the City Manager regarding the Department's activities and prepares a variety of other reports as appropriate including the 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.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.

Major Duties and Responsibilities

- Attends conferences and meetings to keep abreast of current trends in the field; represents the Coquille Fire Department in a variety of local, county, state and other meetings.
- Serves as a member of various City of Coquille employee committees.
- Attendance at work is an essential function of this position.

The duties listed above are intended only as illustrations of the various types of work that may be 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.

Supervisory Controls

The City Manager outlines the overall City and/or program objectives and priorities, time limits and personnel resources available. The fire chief plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgment according to previous training, experience and instructions.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

The fire chief directly supervises the professional and volunteer staff of the fire department and EMS Department.

Knowledge, Skills and Abilities

- knowledge of fire fighting techniques and methods
- knowledge of command and control techniques
- knowledge of investigation and evidence gathering techniques
- knowledge of firefighting training programs
- knowledge of training techniques and methods
- knowledge of firefighting, public education and awareness programs concerning protective services
- knowledge of public safety theories and methods
- knowledge of emergency response techniques
- knowledge of crowd control techniques
- an understanding of the northern cultural and political environment
- knowledge of EMS response and ambulance transport operations
- knowledge of EMS patient billing practices
- knowledge of emergency procedures, First Aid and CPR
- knowledge of volunteer training, development, recognition and retention
- leadership skills including the ability to take full command at the scene of a fire
- analytical and problem solving skills
- decision making skills
- negotiations skills
- effective verbal and listening communications skills
- ability to deal effectively with people in difficult situations
- effective written communications skills including the ability to prepare reports
- effective public relations and public speaking skills
- research and program development skills
- stress management skills
- time management skills
- maintain standards of conduct
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- be consistent and fair

Qualifications, Experience, Education

- Graduated from a college or university with an associate's degree in fire science, public administration or a closely related field or obtain within one year of hire date. Seven (7) years of experience in fire and emergency medical service work, one (1) year of which must have been equivalent to Fire Lieutenant, Fire Captain, Battalion Chief, Fire Marshal or acted in that role while in the fire service for three (3) years.
- Must be a certified State of Oregon Paramedic
- Completion of the Fire Basic Training Academy or Equivalent.
- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification;
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and 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.
- Valid Oregon driver's license with acceptable driving record for the past three years.
- Ability to read and write the English language, and ability to meet Departmental physical standards.