

Fire Chief

Class Title

Fire Chief

Class Code

4008

Salary

\$134,934.16 - \$215,894.66 Annually

FLSA: Exempt

Class Summary

This class is the second level in the Management series. Incumbents exercise strategic and visionary thinking having long-term organization-wide application and impact, develop and implement programs critical to the organization, and exercise control and supervision of multiple assigned functions and/or divisions and significant resources. Responsibility crosses multiple functional units within the organization comprising a designated department. Positions will usually have responsibility for program outcomes across a designated department as assigned. Incumbents may supervise staff including conducting performance evaluations, coordinating training; and implementing hiring, discipline and termination procedures. Positions in this series are at-will.

Essential Duties and Responsibilities

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.
- Exhibits a service orientation toward internal and external customers and maintains productive working relationships.
- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Directs the activities of the department to include overseeing the development and administration of policies, procedures, programs, goals and objectives. Ensures department compliance with applicable laws, codes, regulations and standards.
- Oversees and evaluates departmental operation effectiveness, recommends and implements process improvements and optimization of resources.
- Represents the organization and the department with various agencies and organizations. Serves on regional/state boards, committees, and associations.
- Develops short and long term goals, objectives, and strategic plans. Provides departmental direction in the implementation of plans and objectives.
- Develops, administers and oversees departmental budget. Reviews financial statements, monitors and approves expenditures and ensures compliance.

- Performs other duties of a similar nature and level as assigned.

Minimum Qualifications and Special Requirements

Master's Degree and 7 years of experience related to area of assignment including 3 years of leadership experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certifications:

Depending on area of assignment, requires:

- Valid Arizona Driver's License
- Certified Public Accountant

Knowledge:

- Advanced managerial principles, practices and techniques;
- Public administration principles and practices;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Financial management principles;
- Policy and procedure development practices;
- Applicable theories and principles related to area of assignment;
- Strategy development principles and procedures;
- Modern office equipment.

Skills:

- Managing, monitoring and evaluating staff;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing leadership;
- Developing and implementing strategic plans;
- Developing and managing budgets;
- Managing financial operations;

Knowledge, Skills, and Abilities

Positions in this class typically require: standing, walking, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to operating a motor vehicle and travel.
ADA and Other Requirements

- Fire Chief
- Police Chief

Equal Opportunity Employer

The Town of Gilbert, Arizona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.