

Job Descriptions and Pay Ranges



Class Title: Department Director-Fire Chief

Class Code: E83

Salary: \$60.88 - \$94.36 Hourly

\$4,870.32 - \$7,549.00 Biweekly

\$126,628.24 - \$196,273.90 Annually

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| Description | Benefits |
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CLASS SUMMARY:

Incumbent is responsible and accountable for directing the Town Fire Department including its personnel, budget, and resources. Responsibilities include: making recommendations to the Council and Town Manager; developing and implementing policy initiatives; setting the tone, climate and vision for the department; ensuring compliance with statutory responsibilities and directives; and, providing for a multi-jurisdictional approach.

Examples of Duties:

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Manages entire department including staff, budget, and departmental services. Meets and confers with departmental management staff to coordinate projects, programs, resolve issues, and plan division operations. Provides visionary, innovative leadership, which encourages and recognizes creativity, innovation and flexibility at all levels of the department and programs. Communicates and coordinates regularly with appropriate personnel to maximize the effectiveness and efficiency of interdepartmental operations and activities; maintains regular contact with Town Manager to keep apprised of situations and issues; formulates departmental rules, regulations, and procedures; maintains an orderly and equitable distribution of the workload; plans, assigns, directs and evaluates the activities of departmental employees; develops and implements policies and procedures for the effective functioning of the department.
2. Communicates official plans, policies and procedures to employees and general public as required; respond to public inquiries by telephone, correspondence or public meetings. Responds to requests for information from the Town Council, Mayor, Town Manager's office, businesses, organizations, and citizens; responds to politically sensitive

- inquiries and concerns; resolves issues within a reasonable time frame; provides advice and counsels as needed. Conducts meetings with departments and committees; prepares presentations for Council, management and staff, citizen leadership program and citizens.
3. Supervises, selects, trains, motivates and evaluates personnel; provides and coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
 4. Monitors and prepares budget; performs cost control activities, monitoring revenues and expenditures ensuring effective and efficient use of budgeted funds, personnel, materials, facilities and time; approve requisitions.
 5. Attends weekly meetings with Town Manager and staff; serve and participates on various town teams and other agencies.
 6. Makes presentations and prepares reports to Town Manager, Town Council, and other departments as needed.
 7. Plans, designs, operates, reviews, monitors and guides the continued improvement of departmental programs; assist with planning, coordinating and monitoring special programs and projects initiated by Town leaders.
 8. Oversees the fire cause and origin investigations as needed; prepares monthly inspection reports by obtaining, compiling, and documenting statistical information from inspections for Fire and Town Management.
 9. Performs other duties of a similar nature or level.

Typical Qualifications:

Training and Experience (positions in this class typically require):
 Bachelor's Degree in Fire Science, Public Administration, Business Management, or a closely related field from an accredited college or university; and seven years of increasing responsible command and supervisory experience in a fire department of comparable size, including three years of management responsibility preferably as a Deputy or Assistant Fire Chief; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Master's Degree in Fire Science, Public Administration, Management, Business or a closely related field from an accredited institution preferred.

Supplemental Information:

- Knowledge (position requirements at entry):
 Knowledge of:
- Principles and practices of modern municipal fire administration;
 - Principals and practices of effective administration with particular attention to short and long range strategic planning;
 - The operation and capabilities of the various types of apparatus and equipment used by the department;
 - Current fire fighting tactics and strategies for all types of fires;
 - Effective methods of planning, training, assigning and directing the personnel and equipment for the most efficient use for small as well as large, complex and dangerous fires;
 - Budget planning, project management and programming;

- Applicable state, local and federal laws relating to operation of local government;
- Management techniques and options to successfully motivate and supervise staff;
- Budgeting and municipal finance;
- Personnel related laws and policies;
- Customer service principles and practices

Skills (position requirements at entry):

Skill in:

- Problem solving and decision making;
- Supervise, lead and direct the Fire Department and cross-departmental City workgroups and teams;
- Plan, implement and oversee programs of departmental operations and activities, personnel training and fire prevention;
- Work in a team environment under extremely stressful situations;
- Quickly make determinations as to the best course of action for fighting fires or responding to other related emergency situations;
- Effectively analyze and resolve operational and procedural problems;
- Develop formal agreements and contracts with other agencies and communities;
- Computer software including word processing, spreadsheet and database applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Other Necessary Requirements:

Licensing Requirements (positions in this class typically require):

Some positions may require:

- AZ Drivers License
- Licensure related to area.

Class Spec Title 6:

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subject to: hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.), atmospheric conditions (fumes, odors, dusts, gases, and poor ventilation), hazardous materials (chemicals, blood and body fluids, etc.), extreme temperatures, inadequate lighting, work space restrictions, intense noise, travel, and environmental dangers (disruptive people, imminent danger, threatening environment).

Note: These physical requirements are meant to represent the entire classification and all of these may not be attributed to every single body of work included in the classification.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.