



FIRE CHIEF

Class Code:
1947

CITY OF SCOTTSDALE
Established Date: May 18, 2010
Revision Date: Jun 25, 2019

SALARY RANGE

\$139,214.40 - \$202,425.60 Annually

FLSA:

Exempt

CLASS SUMMARY:

Responsible for the executive leadership, direction and management for the Fire Department. This position supports the operating division programs by assuring that administrative and operational services are responsive to the needs of program management.

DISTINGUISHING CHARACTERISTICS:

- This is an executive level position reporting to the City Manager.
- This is a supervisory classification which mentors staff to elevate their roles to that of strategic partners and is responsible for the overall direction, coordination and evaluation of these units that have managers and staff.
- See 'Essential Functions' for list of possible duties.

MINIMUM QUALIFICATIONS:

Education and Experience

- A Bachelor's degree with a major in Fire Science, Public Administration, Management, Business or a closely related field from an accredited educational institution.
- Eight 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.
- Experience as an emergency response company and command officer in a fire service organization of comparable size.
- Post graduate degree(s) and completion of the National Fire Academy Executive Fire Officer program are desired.

Licensing, Certifications and Other Requirements

Other pertinent licenses and/or certifications may be required of some positions depending on division/department/section assignment.

Knowledge, Skills and Abilities

Knowledge of:

- Principles and practices of modern municipal fire administration.
- Principles 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 fire such as wild-land, commercial, residential, airport, flammable and combustible liquids and vehicles.
- 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.
- Supervisory and management methods and techniques.
- Governmental budget preparation and administration.
- Relevant technology and computer literacy including Microsoft Office software and digital devices .
- Microsoft Office products and other relevant technologies.

Ability to:

- 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.
- Quickly make determinations as to the best course of action for fighting fires or responding to other related emergency situations.
- Work in a team environment under extremely stressful situations.
- Effectively analyze and resolve operational and procedural problems.
- Develop formal agreements and contracts with other agencies and communities.
- Act as a direct link between the City Manager and all other members of the department.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Develop and implement strategic business and operating plans.
- Synthesize complex and diverse information.
- Generate creative solutions.
- Listen and communicate effectively both orally and in writing, with the public and other employees.
- Inspire and motivate others to perform well, effectively influence actions and opinions of others.

- Understand business implications of decisions; align work with strategic goals.
- Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.
- Problem solve and use reason even when dealing with complex, confidential and sensitive topics.
- Perform a broad range of supervisory responsibilities over others.
- Work within approved budget; develop and implement cost saving measures.
- Establish and maintain effective working relationships with staff, City officials, community organizations, other agencies and City departments and the public.
- Complete required OSHA/Safety Training as required.
- Perform other duties as assigned.

ESSENTIAL FUNCTIONS:

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following:

- Works closely with the City Manager and the executive team to define and accomplish established strategic goals and objectives and execute successful business strategies.
- Acts as a sounding board for the City Manager and key managers on critical proposals.
- Develops support systems that encourage cross-functional cooperation and support initiative taking.
- Assists in creation of a learning organization that encourages mentoring and professional development.
- Establishes, implements and administers programs and policies for the protection of citizens from loss of life or property.
- Oversees and coordinates the establishment and accomplishment of organizational, departmental and work group goals and objectives, policies, procedures, rules and regulations for the effective and efficient operation of department functions and personnel.
- Plans and oversees department activities that include purchase of new apparatus, equipment and supplies; assignment of personnel and equipment; accreditation requirements, budgeting and control of expenditures.
- Maintains high visibility and places strong emphasis on communicating with all members of the department through work site visits, formal presentations and interaction and provision of information in written form as appropriate.
- Plans, organizes, directs and evaluates emergency response operations including fire fighting, emergency rescue and hazardous material response and fire prevention programs.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
- Develops departmental budget including a five-year plan and capital improvement plan.
- Correlates annual budget requests for the department's divisions and sections.
- Presents ad hoc budget requests to Council for contingency fund approval and administers all fiscal responsibilities of the departmental budget.
- Directs the preparation and ultimate analysis of fire records and reports to secure efficient operations to meet service demands and to comply with authorized requests for information regarding departmental activity and personnel; analyzes records and reports; interprets records for validity; evaluates data for improvement.
- Attends meetings and serves on committees, boards and agencies related to promoting

- fire prevention, improving fire suppression and emergency medical services; keeps abreast of new developments in the field; facilitates departmental management/association meetings; attends community and neighborhood meetings.
- Appears before public and news media, as appropriate, to explain emergency response operations or activities.
 - Consults with and advises the City Manager, Mayor and Council on matters pertaining to firefighting, emergency medical services and fire protection.
 - Supervises employees and coordinates personnel-related activities to include, but not limited to: training, approving work schedules, recommending/approving personnel actions, coaching and counseling, establishing performance goals, and writing performance evaluations.

PRE-EMPLOYMENT REQUIREMENTS:

- This is a safety-sensitive position that requires candidates to successfully pass a post-offer drug screen prior to start date.
- As part of the conditional job offer, candidates must successfully pass a Fire Medical Exam prior to start date.

REPORTING RELATIONSHIP:

- This position within the Scottsdale Fire Department reports directly to the City Manager.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a normal City office environment; but may respond to emergencies and is subject to potential personal danger.
- Operate a variety of standard office equipment including a computer terminal, telephone, calculator, copy and fax machines requiring continuous and repetitive arm, hand and eye movement.
- Travel to/from meetings and various locations.
- Lift and carry materials weighing up to 30 pounds.
- Respond and direct response of various staff and agencies in emergency situations.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability.

When advised, reasonable accommodations will be made in order for an "otherwise qualified

applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting HR Receptionist at (480) 312-2491. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation. For TTY users, the Arizona Relay Service (1-800-367-8939) may contact HR Receptionist at (480) 312-2491.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.