

<b>SUN CITY FIRE &amp; MEDICAL DEPARTMENT</b>		<b>Number:</b>
<b>OPERATIONS MANUAL</b>		3.70
<b>Section:</b>	<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Job Descriptions</b>		
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<b>FIRE CHIEF</b>		

**POSITION TITLE:** Fire Chief

**TYPE:** Appointment

**REPORTS TO:** Fire Board

**FLSA STATUS:** Exempt

**CLASSIFICATION:** Sworn

**WORK SCHEDULE:** 40 Hour Work Week

### **GENERAL PURPOSE/DESCRIPTION:**

Under the executive direction of the Fire Board, the Fire Chief shall be in charge of the Fire District of Sun City. The Fire Chief shall direct all functions of the Fire District consistent with organizational goals, administer policy for the Fire District, be responsible for the prevention and extinguishment of fires, and the protection of life and property against the hazard of fire, direct planning and development of Fire District programs, supervise district personnel, assist with the development of the annual budget, and perform other related work as required by the governing Fire District Governance Board.

The Fire Chief represents the Fire District at state and national conventions, participates in local fire organizations, speaks to civic groups and other interested parties about district activity, and releases information to the news media.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the elected Fire District Governance Board.

### **SUPERVISION EXERCISED**

Battalion Chief's; Finance Director; Accounting; Administrative Manager and other personnel, as needed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Establish and administer policy for all phases of Fire District operations consistent with efficient fire prevention and fire control programs.
- Establish rules, regulations, and procedures.
- Provide for training and development of all Fire District personnel.
- Responsible for maintenance of fire apparatus, equipment, supplies, and buildings owned by/or assigned to the Fire District.
- Responsible for maintaining a sufficient complement of on-duty personnel and equipment for the mitigation of emergency incidents.
- Responsible for the maintenance of discipline.

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- Develop, plan, and direct district programs based on established standards of preparedness.
- Keep abreast of new procedures in the fire service by reading periodicals and attending conferences and seminars.
- Evaluate training needs and approves training programs.
- Responsible for pre-planning for fire attack and control.
- Responsible for preparation of budget estimates and for the normal budgetary procedures involving manpower, equipment, utilities, and supplies.
- Responsible for the hiring and promotion of personnel.
- Provide monthly reports to the Fire Board.
- Directly supervise and evaluate performance of subordinate officers and assess the effectiveness of operations.
- Conduct regularly scheduled meetings with subordinate officers to provide general guidance and direction, discuss problems, plans, and activities.
- Delegate responsibility to subordinate officers.
- Receive daily records and monthly reports from subordinate officers.
- Receive budgets from subordinate officers and evaluates and incorporates them into recommended annual budget.
- Project capital expenditures.
- Determine cost expenditure for increases in personnel and equipment.
- Cooperate with civic group activities.
- Develops, in conjunction with the Fire District Board, a five-year strategic/operational plan.
- Develops, in conjunction with Fire District management teams, the appropriate tactics to achieve the goals and objectives of the District's five-year strategic/operational plan.
- Manages outside consultants.
- Oversees major projects on behalf of the Fire District Board.
- Represents the Fire District in a variety of local, county, state, and other meetings.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and Experience:**

- Four-year degree in Public Administration, Political Science, Fire Science, or related field; OR 5 years as Chief Officer and Executive Fire Officer (NFA); OR 10 years as Chief Officer and Associates Degree.
- Ten years in EMS/Fire service with minimum of five years in EMS/Fire Suppression operational and administrative management.

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- Five years experience in preparing and managing budgets in excess of three million dollars for a department with 1,500 calls a year, or more.
- The Fire District Board reserves the right to waive any of the minimum qualifications set forth above and to consider any other qualifications or combinations that, in the Fire District Board's opinion, will serve as an adequate substitute for those minimum qualifications.

**Necessary Knowledge, Skills, and Abilities:**

***Thorough Knowledge of:***

- Federal, state, and local laws, rules, and regulations as they pertain to Fire District activities.

***Working Knowledge of:***

- Training techniques related to the field.
- Human Resources.

***Ability to:***

- Lead, motivate, train, coordinate, and delegate.
- Provide leadership to career and volunteer personnel.
- Analyze data, create plans, and develop budgets.
- Rapidly make critical decisions under emergency circumstances.
- Write, communicate, and report in descriptive detail.
- Act as liaison and foster positive community and governmental interactions.
- Delegate and organize multiple, changing responsibilities.
- Prioritize work to meet goals and objectives within acceptable time frames.
- Plan, evaluate, assign, and coordinate activities performed by the District.
- Prepare technical and administrative reports.
- Work with others in a high pressure situation with a minimum of supervision.
- Approach problem-solving as an innovative process.
- Meet Special Requirements, as listed.

**SPECIAL REQUIREMENTS**

- Continuing education as needed to maintain required certifications and to update knowledge and skills.
- Must be 21 years or older at time of hire.
- Must possess, or be able to obtain by time of hire, a valid Arizona state driver's license.
- Must be able to read, write, and speak the English language.
- Must meet insurability requirements of Fire District insurance carrier.

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- Must meet district physical standards.

## **SELECTION GUIDELINES**

May include any or all of the following: formal application; rating of education and experience; review of employee personnel file (performance, accomplishments, discipline, etc.) (internal candidate); written examination or assessment center; fire simulator; physical ability test; oral board interview; hiring list; offer of employment/promotion; background/driver's license verification and check; and post offer physical exam, including drug screen.

## **TOOLS AND EQUIPMENT USED**

Vehicle; radio; pager; personal computer; calculator; telephone; Fire and EMS equipment and apparatus.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. The individual is exposed to sirens and hazards associating with fighting fires and rendering emergency medical assistance. The employee occasionally works near moving, mechanical parts and in high, precarious places, and may be occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

## **EXPECTED BEHAVIOR**

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**Manager/Supervisor – Expected Behavior**

The incumbent is expected to embrace, support, and promote the Fire District’s core values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Train, develop, nurture, and mentor all employees
- Encourage teamwork and participation by all employees
- Lead by example
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

**SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job description with any attachments and find it to be an accurate description of the demands of this job.

_____ Name of Employee (Print)	_____ Signature of Employee	_____ Date
_____ Job Title of Immediate Supervisor	_____ Signature of Immediate Supervisor	_____ Date
_____ Job Title of Division/Section Head	_____ Signature of Division/Section Head	_____ Date

**Comments:**

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The duties listed above are intended only as illustrations of the various types of work 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. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.