

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Fire Chief</u>
Sch & Grade	<u>DHS- Unclassified</u>
Class Code	<u>AA29</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Dept Head Series</u>

**PRIMARY PURPOSE:**

Plans, organizes, and directs the firefighting, community risk reduction, emergency medical, hazardous material, explosive and rescue activities of the Fire Department.

**SUPERVISION:**

Under the general direction and supervision of the Assistant City Manager; directly supervises Assistant Chiefs, Division Chiefs, Administrative Assistant to the Director, and Executive Secretary positions; indirectly supervises and leads a large staff of multidisciplinary commissioned fire personnel, as well as other professional, technical, and administrative support personnel.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Serves as principal advisor to the City Manager, Assistant City Manager, and other city and county officials, as well as other departments, regarding fire operations, community risk reduction, emergency medical, hazardous materials, explosives, and rescue issues. Confers as appropriate regarding Fire Department policy, programs, and activities.
2. Provides effective leadership in planning, organizing, and directing the operations and administrative details of the department including the promulgation of rules and policies as well as the efficient use of personnel and equipment.
3. Develops long-range strategic and master plans for department policies and programs, outlines program objectives, and works with appropriate staff on implementation of plans. Develops Standards of Cover plans and implements methods and processes to meet operating needs and service demands. Oversees the preparation and implementation of plans for new fire stations as necessary.
4. Reads and studies records and reports in order to obtain information necessary to determine departmental schedules and activities as well as to evaluate and determine training needs.
5. Directs and participates in the planning and implementation of necessary orientation and in-service training measures.
6. Responds to and takes command at major fires, disasters, and emergency incidents.
7. Directs departmental compliance with Insurance Services Office (ISO) Fire Suppression Rating Schedule and Council on Fire Accreditation International.
8. Supervises and participates in the inspection of structures and appliances of buildings to determine fire hazards or specific violations. Serves as the City's Fire Code Official.
9. Oversees the investigation of fires to determine its nature, causes, and circumstances.
10. Serves as the City's Fire representative for the Developer Issues Input Group (DIIG) and attends monthly meetings. Also attends weekly Leadership Team meetings.
11. Oversees and participates in preparing and monitoring departmental budget information.
12. Oversees the procurement of materials, supplies, and apparatus.
13. Prepares and presents speeches and/or reports to groups including City Council, technical conferences, the general public, etc.
14. Guides and directs a staff of professional, technical, and administrative support personnel including making selection decisions, completing performance appraisals, and ensuring staff have adequate training and professional development opportunities.
15. Maintains effective communication with employee groups throughout department.
16. Monitors staff development and provides development to insure appropriate succession planning within the Department. Also takes responsibility for leadership development of staff.
17. Travels to a variety of off-site locations such as major fires and rescue scenes as well as fire stations.

**IMPORTANT FUNCTIONS:**

1. Attends seminars, workshops, conferences, and other training for professional development purposes.
2. Utilizes necessary computer software applications.
3. Develop and maintain working relationships with Fire Chiefs and other fire professionals at the local, state, and national level.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, methods, and procedures involving firefighting, medical, rescue, fire investigation, community risk reduction, and fire administration; explosive ordnance disposal. Modern management principles and techniques. General principles and procedures involved in public sector budgeting.

**Abilities**

Effectively lead, administer, and manage the activities of a municipal fire department; set rules and policies for department operation; utilize sound, independent judgment; direct all fire and rescue services; read and interpret a variety of information including records, reports, manuals, etc.; prepare and present effective written and verbal reports; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with a wide variety of individuals and groups including City Council, city management, community leaders, other department staff, government agencies, state legislators, associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City's stated mission and philosophy.

**Experience, Education, and Training**

Graduation from an accredited four-year college or university with specialization in Fire Science, Business or Public Administration, or related field plus at least four years of administrative and command work experience in a fire service organization.

**Physical Requirements**

Visual defects must be corrected to 20/30 in both eyes; must be able to pass a post offer medical examination including a hearing test.

Make periodic inspections of work-sites, operations, and facilities; attends fire department programs and events.

Frequently/Routinely:

- Observe situations, identify appropriate actions; hear and communicate information and instructions, and direct personnel and utilize firefighting resources.

Occasionally/Periodically:

- Observe and move about fire scenes and identify appropriate action.

**Working Environment**

Primarily indoors with heating and cooling regulated; may be exposed to extreme weather conditions, poor visibility, constant and extreme noise, fumes, and smoke when occasionally responding to large fire scenes; subject to a variety of safety hazards as well as life threatening conditions and situations associated with firefighting, emergency medical activities, fire investigations, bomb squad activities, and rescue work.

**Licensing/Certification**

Must possess a valid Motor Vehicle Operator's License.

**Miscellaneous Requirements**

Must establish residency within the City limits of Springfield within six months of employment and maintain City residency throughout appointment.

**Last Revision:** January 2017

**GENERAL ORDINANCE NO.** 6186

**Comments:**

**Date:** April 13, 2015

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_