

South Jordan City

Job Description

Title:	Fire Chief	Effective Date:	07/2007
Code:	FIR008	FLSA:	Exempt/Executive
Service Group:	Municipal Services	Workers Comp:	Fire
Department:	Fire	Pay Scale:	E-05
Division:	Administration	Position Type:	FT/40 hours

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Under broad policy guidance and direction, the Fire Chief provides the overall vision, direction, and leadership for all activities and operations of the Emergency Services Department including but not limited to fire prevention, suppression, emergency medical services, emergency preparedness, special operations, and public education; directs activities and operations at emergency incidents; coordinates activities with other City departments and outside agencies; and provides administrative support to the Assistant City Manager.

SUPERVISOR

Assistant City Manager/Municipal Services

POSITION(S) SUPERVISED

Battalion Chiefs
Fire Marshal
Fire Assistant
Emergency Management Coordinator

ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and core values of South Jordan City in work and professional endeavors.

Accomplish performance goals established and assigned by the employee’s manager.

Assume full management responsibility for all services and activities of the department; provide the overall vision, direction and leadership; manage the development and implementation of division goals, objectives, and policies.

Create & implement innovative community services; monitor and evaluate the efficiency and effectiveness of programs, services, and service delivery methods and procedures; identify opportunities for improvement; and direct the implementation of changes.

Develop and monitor department budget; forecast the need for additional funds; and identify and pursue new revenue sources.

Select, train, motivate and evaluate department personnel; provide &/or coordinate staff training; and commends, counsels, and disciplines employees as appropriate.

Ensure proper maintenance and availability of equipment, apparatus, buildings and other facilities.

Respond to emergency incidents and direct activities as necessary.

Represent the division and coordinate activities with elected officials, other City departments, and outside agencies; provide staff assistance to the Assistant City Manager; prepare and present staff reports and other necessary correspondence

Negotiate and resolve sensitive, significant, and controversial issues.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors Degree from an accredited college or university with major course work in fire science, emergency management or other related field;

AND

B. Ten (10) years of full-time broad municipal fire service-related work to include a minimum of four years of supervisory experience;

OR

C. An equivalent combination of education and experience.

2. Special Requirements:

Valid Utah Class D Drivers License
Fire Officer I Certification.

Residency: "Response time" of eight minutes or less to South Jordan City. Individuals who do not meet this requirement at the time of appointment must comply within 90 days of appointment.

Health & Fitness: Required to maintain a fitness level that allows the employee to safely and efficiently perform the essential duties of the position.

3. Knowledge, Skills and Abilities:

Knowledge of emergency services modern principles and practices; applicable laws, rules, regulations, standards and/or policies and procedures; principles, theories, and practices of personnel management, program management, communications, planning, budget development and management, adult learning, public relations and performance management; statistical sampling, modeling and analysis techniques; research methods and techniques.

Ability to operate a personal computer and Microsoft products.

Ability to effectively and efficiently manage a municipal Fire Department; read, interpret and apply laws, rules, regulations, policies and/or procedures; evaluate information against a set of standards; supervise subordinate personnel, groups and/or organizations; use effective methods and techniques to deal with and resolve complex issues; remain sensitive to the community's needs; establish and maintain effective working relationships with staff, city officials, community organizations and the general public; communicate effectively, orally and in writing; compose and produce reports, documents and related material; participate in and/or command difficult emergency operations; use modern computers and software programs; handle media inquiries from both print and broadcast; maintain regular consistent attendance; and exercise independent judgment and initiative.

4. Working Conditions:

Light physical effort generally in an office setting with comfortable working conditions. Such conditions include handling light weights, sitting, standing and walking in a normal office environment. Considerable

exposure to stressful situations. Response to emergencies may involve exposure to dangerous situations under disagreeable conditions such as cold, wet, high temperatures, toxic fumes, smoke, excessive noise, hazardous materials, communicable diseases, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. Subject to emergency call back 24 hours per day 365 days per year. Some travel required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.