

# South Jordan City

## Job Description

**Title:** Fire Chief  
**Org Code:** 100620  
**Pay Grade:** 32

**Effective Date:** 12/27/18  
**FLSA:** Exempt/Executive  
**Workers Comp:** Fire

**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

Support and implement the City’s vision and mission. Manage the day to day operations of the Fire Department in accordance with the City Manager’s direction and Service Values. Provide overall management of fire staff and budget, and the efficient direction and administration of all activities and programs for the department.

### SUPERVISOR

Assistant City Manager

### POSITION(S) SUPERVISED

Deputy Fire Chief  
Fire Administrative Assistant

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Responsible for the effective administration of assigned department and all department activities.

Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.

Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.

Provide the overall vision, direction, and leadership for all activities and operations of the Fire Department including but not limited to fire prevention, suppression, emergency medical services, emergency preparedness, fire investigation, technical rescue, hazardous materials, and public education.

Establish and maintain department goals, priorities, and work plans consistent with the goals and priorities of the city council and city manager.

Conduct performance evaluations of department employees in accordance with the human resources policies and procedures of the city.

Implement risk management programs required by the city insurance carriers, city risk managers, and city manager to protect the health, safety, and welfare of city employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the city.

Maintain spending within the budget parameters established by the city.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the city.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching, and initiating corrective action.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.

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

Always on call. Respond to emergency incidents and direct activities as necessary. Return to perform administrative duties as necessary.

Assume the authority and responsibility of the Fire Code Official for 1) fire records, 2) fire investigation, and 3) for the purpose of controlling or prohibiting the use of fireworks, lighters, matches and smoking materials in open areas, as set forth in the International Fire Code, Utah Code Annotated, and South Jordan City Ordinance, as currently adopted and hereinafter amended. All other responsibilities of the Fire Code Official as set forth in the International Fire Code, Utah Code, and City of South Jordan Ordinances, shall be the responsibility of the Chief Building Official.

Submit reports as required detailing activities of the department.

Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

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

AND

B. Eight (8) years of full-time broad government fire service-related work to include a minimum of four (4) years of supervisory experience as a Battalion Chief; may substitute additional education for experience (one year education for one year experience, up to two years education maximum.)

2. Special Qualifications:

Valid Utah Class D Driver's License

Fire Officer I Certification

Master's Degree preferred

Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Special Requirements:

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

4. Knowledge, Skills and Abilities:

Knowledge of modern principles and practices associated with fire, EMS and other related services; 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; and computers and related software.

Knowledge of public sector laws and regulations.

Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.

Ability to learn and implement departmental policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, and regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the general public.

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.

3. 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. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Frequent local travel required in normal course of job performance. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours. Subject to emergency call back 24 hours per day 365 days per year.

*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.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Fire Executive</b>	<b>EEO-4 Class:</b>	<b>Official/Admin.</b>
<b>Location:</b>	<b>Fire</b>	<b>EEOP Class:</b>	<b>Official/Admin</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>1680</b>