

Santaquin City Resolution 03-03-2013

A RESOLUTION AUTHORIZING THE COUNCIL'S RECOMMENDED CHANGES TO THE FIRE CHIEF'S JOB DESCRIPTION"

WHEREAS, the Santaquin City Council approved the reclassification of the Fire Chief from a 'Volunteer' position to a 'Part-Time Paid' position during their March 6, 2013 meeting; and

WHEREAS, the Mayor has sought the advice and recommendations of the Santaquin City Council, as well as the advice and recommendations of the leadership of the Santaquin City Fire and EMS Departments, to amend and update the Fire Chief's Job Description prior to the advertisement of said position; and

WHEREAS, the Santaquin City Council met on March 20, 2013 and March 27, 2013 to discuss and suggest modifications to the aforementioned job description which are now reflected in the attached document; and

WHEREAS, it is the desire of the Santaquin City Council to formalize their recommendation in the form of a resolution to the Mayor for his administrative consideration and implementation;

NOW THEREFORE, be it resolved by the City Council of Santaquin City the adoption of the recommended amendments to the "Fire Chief's Job Description." (See Attached)

ADOPTED AND PASSED by the City Council of Santaquin City, Utah, this 3rd day of April, 2013.

SANTAQUIN CITY


James E. DeGraffenried, Mayor

Attest


Susan B. Farnsworth, City Recorder



Santaquin City

Job Description

Title:	Fire Chief	Code:	650
Division:	Fire	Effective Date:	03/2013
Department:	Fire	Last Revised:	03/2013

GENERAL PURPOSE

Performs general administrative, technical duties and emergency services duties related to planning, organizing, directing, staffing, and coordinating fire prevention and suppression activities as well as directing and coordinating Emergency Medical Services (EMS) within the city.

SUPERVISION RECEIVED

- Works under the broad policy guidance and direction from the Mayor, or designee

SUPERVISION EXERCISED

- Provides general supervision to volunteer Fire Fighters, Emergency Medical Technicians (EMTs) and Paramedics directly or through assigned supervisors.
- Implements incident response protocols and training as outlined by the National Incident Management System (NIMS).

ESSENTIAL FUNCTIONS

- Plans, directs and administers fire prevention and suppression programs and EMS operational procedures of the city; Develops city policy into action plans and strategies; Recommends changes in fire ordinances and codes; Directs fire code enforcement programs and practices; Performs as Fire Marshal and Inspector; Determines essential resources needed to achieve program objectives and recommends equipment and material acquisitions.
- Coordinates and manages contacts with outside agencies, including, but not limited to, Utah State Fire Marshal, Utah State Department of Health, Bureau of Emergency Medical Services, Utah Fire & Rescue Academy, etc.; Assures quality of departmental operations as needed to maintain highest possible departmental rankings and certifications. Attends Fire/EMS meetings, Local Emergency Planning Committee (LEPC) meetings, County Fire Chief's Meetings, County EMS Meetings, South County EMS Meetings and other meeting pertinent to the administration and coordination efforts of Santaquin City Fire/EMS operations.
- Prepares and administers department budget; Monitors expenditures to assure conformity to established fiscal constraints; Prepares and writes reports on department activity; Seeks and applies for alternative funding through grants and other financial programs targeting Fire/EMS operations and safety. Submits all required reports for Fire/EMS to State agencies; Processes billings for all Fire/EMS calls for service.
- Ensures vehicles and equipment are in working order and are fully inspected and certified; Schedules repairs when necessary; Maintains adequate inventory of supplies as required for State certification; Conducts periodic inspection of vehicles, equipment and inventory of supplies.

- Shall review site plans, subdivision plans; building specifications and prints to assess compliance with fire safety codes and standards; Participates as member of State and local committees (e.g. safety committee, development review committee, risk management committee, etc.)
- Exercises supervision over volunteer personnel; Establishes policies, rules and regulations as deemed necessary and expedient for suppression operations and prevention programs; Assigns and evaluates work; Disciplines personnel when necessary; Supervises departmental training related to fire prevention, suppression, investigation, emergency medical response, equipment maintenance and hazardous materials handling; Coordinates and schedules "on-call" schedules.
- Coordinates and participates in interviewing, screening and hiring of new volunteer members in coordination with Human Resources and in compliance with the Santaquin City Employee Policies and Procedures Handbook; Participates in the planning and implementation of Fire/EMS drills; Conducts department meetings; Updates and informs personnel of new policy changes or procedures implements yearly evaluations.
- Directs departmental emergency response and emergency medical program; Participates in and/or delegates investigation of fires (24 hours a day); determines the magnitude and needs of the fire and/or hazardous material incident to expedite suppression or containment and minimize property loss.
- Responds to fires, accidents, medical calls and other required incidents and performs leadership responsibilities following NIMS protocols (e.g. directs Firefighters/EMTs in the performance of their duties; Makes decisions concerning effective Fire/EMS strategy, water source usage, overhaul, removal of property, and blockading streets or other entrances while a fire or incident is in progress for the protection of life and property, etc.)
- Conducts public meetings or issues public notices to inform citizens of fire hazards in the community and activities of the Fire Department; Enforces rules and regulations established for protection of life and property; Make presentations to schools and civic groups; Develops and maintains good public relations with the community.
- Develops and oversees station house maintenance and general upkeep; Assures upkeep and functional operation of all equipment and firefighting apparatus; Assures department readiness to deliver efficient and effective response to Fire/EMS incidents.
- Coordinates with Public Works department in the planning of water lines, reservoir system, installation of hydrants and repair or replacement of hydrants. Obtains from the Public Works department current location maps of hydrant system showing flows, valves, etc.
- Oversees the implementation of inspection programs on local establishments, schools, pre-schools and other high priority safety environments; Coordinates Fire/EMS drill exercises; Directs the preparation of regular reports and submits to school administrators, State and/or Federal agencies.
- Oversees and issues burning permits; Conducts site reviews to confirm compliance with burn regulations and ordinances; Advises citizens regarding safety methods and precautions related to open burning.
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Education and Experience:
Sufficient education and training to demonstrate ability to perform above and related duties plus the following certifications:

- Firefighter I
- Firefighter II
- Fire Officer I
- HAZMAT First Responder Awareness
- HAZMAT First Responder Operations
- Wildland Red Card
- Apparatus Driver Operator (ADO)
- Fire Inspector I (*within 1 year of hire*)
- Advanced EMT
- National Incident Management System (NIMS) I, II, VII
- NIMS III, IV, VIII (*within 1 year of hire*)

AND

- B. Five (5) years progressively responsible Firefighting/EMT experience as well as public safety leadership positions, i.e.: Chief, Assistant Chief, Captain, or Lieutenant;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of laws, ordinances, codes, and regulations effecting goals, objectives, and department operation; Principles and practices of fire prevention and suppression; Maintenance requirements and practices of Firefighting & EMS equipment and apparatus; Departmental rules, policies and regulations; City geography; Emergency Medical practices and procedures.

Working knowledge of principles of supervision and management practices and procedures; Budget development and preparation; Common fire and chemical hazards and related safety precautions; Public speaking and interpersonal communication skills; Modern practices related to personnel training, management and motivation; Firefighting/EMS techniques and equipment; fire/arson investigation procedures.

Skill in the evaluation of tactical and operational requirements of conflagration situations.

Ability to plan, organize and direct the implementation of overall Fire/EMS Department programs and objectives; Direct and supervise various levels of professional Firefighters and EMTs; Evaluate performance without partiality; Communicate effectively, verbally and in writing; Make quick and accurate decisions in emergency situations, develop effective working relationships with local elected officials, city merchants, subordinates, surrounding Fire Departments and the public.

3. Special Qualifications:

Must possess a valid Utah State Driver's License without any suspensions or revocations from any state, Fire/EMS Certifications (See Above), and must be bondable; Must live within a 30 minute response time to the Santaquin City Fire/EMS station, 275 West Main Street, Santaquin.

4. Work Environment:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Emergency response travel expected in normal course of performing duties. Many functions of the work pose high degree of hazard uncertainty. Various levels of mental application required (e.g. memory for details, emotional stability, discriminating thinking, creative problem solving); Continuous use of motor skills.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

I _____ have reviewed the job description. Date: _____