

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Fire Chief	GRADE:	SMICP
DEPARTMENT:	Fire Department	JOB NO:	1710
DIVISION:	Administration	DATE:	3/25/2012
REPORTS TO:	City Manager	FLSA STATUS:	EX
FULL-TIME:xxx _____	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 281

REPLACES: Fire Chief

DATE: 6/1/05

JOB SUMMARY STATEMENT:

Plans, directs, organizes, and manages the City's Fire Department. Responsible for the administration and coordination of all fire and EMS service activities; including fire prevention and suppression, emergency medical/rescue procedures and regulation, as well as, business administration functions. Work is performed with a wide latitude for the interpretation and application of policies, rules, and regulations.

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, directs, and evaluates fire suppression, fire prevention, rescue and emergency medical service programs necessary for the community's protection.
2. May respond to fires, from time to time, and make high-level strategic and tactical decisions as to methods of fighting fires and performing rescues, directing the work of all units in all matters concerning fire mitigation.
3. Supervises directly or through managers and subordinate supervisors, all employees of the department; takes personal command of fire fighting activities at major fires and/or other catastrophic emergencies that may occur.
4. Directs and participates in the preparation of the annual operating budget and monitor and approve purchasing and expenditures.
5. Directs the preparation and analysis of records and reports to secure efficient operations and to comply with city and state reporting requirements.
6. Directs the development of programs for the training, utilization and continued professional development of personnel.
7. Responsible for maintaining the organizational goals and objectives, as well as, departmental mission and values.
8. Meets with other municipalities, County, State or Federal agencies and/or businesses to handle issues affecting fire service.
9. Cooperates with the city's mayor, police chief and other city officials regarding fire safety and other relevant issues within the city.
10. Cooperates with surrounding city's mayors, fire chiefs, police chiefs and other city officials regarding fire safety and other relevant issues within their cities.
11. Addresses civic clubs, and other community groups regarding fire fighting activities and fire prevention and emergency medical services to explain and promote public understanding.
12. Attends City Council meetings and reports on the City's call ratios and experience during the year.
13. Performs other duties as directed or required.
14. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

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15. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor of Arts/Science Degree in a related field of study. Must possess a valid driver's license and maintain an insurable driving record.

Master's degree with a focus in administration preferred and completion of the Executive Fire Officer credentials from the National Fire Academy at the National Emergency Training Center preferred.

EXPERIENCE:

Fifteen years of experience in local government fire, rescue and emergency medical operations.
Five years of senior command staff and management experience preferred.

SKILLS:

1. Good oral and written communication skills
2. Management skills
3. Organizational skills
4. Presentation skills

MENTAL REQUIREMENTS:

1. Knowledge of the principles and practices of modern fire and EMS departmental administration.
2. Advanced knowledge of the principles, practices, procedures, equipment, and apparatus used in modern fire and EMS municipal services.
3. Knowledge of the principles of local government organization, administration, and human resource management.
4. Knowledge of the ordinances and statues affecting the operation of the department and its mission with the City.
5. Ability to plan, implement and direct programs, operations and activities including employee training and development services, fire suppression, fire prevention, and emergency medical services.
6. Ability to express ideas clearly, both orally and in writing.
7. Ability to establish and maintain effective working relationships with civic and official groups and the public, as well as to command and hold the respect and discipline of subordinates.
8. Quick decision-making skills.

PHYSICAL REQUIREMENTS:

1. Must pass Overland Park Fire Department physical requirements with a minimum result of good.
2. Ability to run, climb, crawl, crouch, bend, stoop, reach, twist, contort, and lift up to 160 lbs. while wearing 50 lbs. of equipment.
3. Exposure to fire, smoke, bodily fluids, noise, potentially hazardous materials, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; natural and man-made disasters; and hazardous materials incidents.
4. Subject to work 100' above grade and in confined spaces.
5. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
6. Eye-hand coordination adequate to use assigned technical equipment.
7. Ability to operate city vehicle.

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SAFETY REQUIREMENTS:

1. Must not pose a direct threat or significant risk of substantive harm to the safety or health of himself/herself or others.
2. Must be committed to a high standard of safety and be willing and able to comply with all of the Department's safety policies and rules and must be willing to report safety violations and potential safety violations and/or to discipline for such violations.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct:

Deputy Fire Chief
Deputy Chief of Administrative Services
Risk Management Officer
Fire Marshal
Training Chief
Media Manager

Indirect:

EMS Chief	Public Education Specialist
Fire Battalion Chief	Fire Plans Examiner, Senior
Fire Captain	Fire Plans Examiner
Fire Lieutenant	Training Officer
Fire Medic	Fire Inspector
Firefighter	Administrative Assistant
Paramedic	Administrative Clerk

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.