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**City Aurora Missouri
Fire Department
FIRE CHIEF
JOB DESCRIPTION**

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Job Description**

GENERAL STATEMENT OF DUTIES

The Fire Chief is the Chief Executive Officer of the Fire Department, and is responsible for the effective, efficient, and legal conduct of the fire department and its employees. The Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing all aspects of the fire department. Such work includes, but is not limited to, creating, and maintaining department policies and budgets ensuring required records are submitted complete and accurate, and ensuring all services delivered to the public meet the highest quality standards to prevent the loss of life and property by fire and/or emergency occurrences.

SUPERVISION RECEIVED

The Fire Chief works under the general supervision of the City Manager. This position routinely exercises independent judgment in carrying out the details of the work program and is responsible for results achieved.

SUPERVISION EXERCISED

The Fire Chief exercises direct supervision of all Fire Department personnel and volunteers. He/she is responsible for ensuring effective supervision of all department personnel (full time or volunteer) through subordinate managers and supervisors.

ESSENTIAL CORE FUNCTIONS

The following examples are meant to be illustrative only and are not intended to be all-inclusive.

I. ADMINISTRATIVE

- Through the chain of command, the Fire Chief is responsible for the general direction, supervision, and evaluation of all paid and volunteer personnel, including employee safety, training, and job performance
- Develops and proposes to the City Manager and the City Council the department's annual budget and strategic planning plan
- Ensures that monthly reports are completed by staff in a timely manner
- Prepares and submits monthly Reports for the City Council
- Attends City Council and community meetings as necessary or directed
- Closely monitors and controls department appropriations and expenditures
- Prepares grant applications and supervises acquisition and disposition of grant expenditures
- Prepares shift scheduling of all personnel

- Recommends to the City Manager all appointments, promotions, demotions, transfers, and terminations of personnel
- Directly supervises all department personnel (full time and volunteer) with assistance from subordinate officers
- Ensures that all City of Aurora Personnel Policies are adhered to by Fire Department staff
- Investigates all disciplinary matters and recommends appropriate disciplinary action to the City Manager
- Recommends and enforces all department policies, procedures, rules, and regulations
- Works with the City Manager and Human Resources office to complete annual evaluations for employees, and periodically review of job descriptions, standard operating guidelines, and personnel policies and procedures and ensure they are updated to meet the needs and changes within the department
- Prepares and presents reports to the City Manager and the City Council on operations and administration of the department; makes recommendations for policy changes as needed
- Assesses and responds to citizen complaints in a timely, courteous, and effective manner
- Works with other City Department Heads or other outside agencies to coordinate, maintain, and revise emergency response plans for the city
- Enforces fire prevention ordinances through inspections, conferences, and formal notice procedures
- Maintain a comprehensive list of department equipment; makes recommendations to the City Manager and City Council regarding: the purchase of new or replacement of existing equipment, apparatus, additional personnel, and emergency supplies as needed
- Performs additional administrative duties as may be assigned by the City Manager

II. EMERGENCY OPERATIONS

- Responds to alarms, administers initial emergency actions (response and/or service) when necessary, and directs activities at the scene of emergencies, as required
- Inspects property for fire dangers and damage as part of the response recovery process
- Oversees all firefighting operations and fire prevention procedures including, but not limited to, disaster relief and prevention, hazardous materials, flooding and flood damage prevention, safety, and risk management
- Coordinates Mutual Aid Agreements with local Fire Departments and other first responder agencies
- Ensures equipment and apparatus is in good working order at all times
- Implements local emergency response plans during emergency situations
- Supervises the development and enforcement of regulatory ordinances and codes regarding fire prevention and community safety
- Provides guidance to department officers in the planning and implementation of operations, programs, training, and personnel management
- Conduct fire investigations and complete After-Action investigations and reports of emergency operations and critical incidents
- Takes appropriate safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, and equipment. Uses all required safety equipment and procedures
- Performs additional duties, as needed, or assigned by the City Manager

III. PERIPHERAL DUTIES

- Promotes positive relations with other Fire Departments and associated agencies to ensure appropriate mutual aid responses and goodwill among other departments and the public

- Attends professional, trade and community meetings, trainings, and events to keep abreast of current events within the fire service and within the communities
- Performs related duties, as needed, to meet the needs of the fire department

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Sound judgment, professional conduct, commitment to service and community, and proven leadership skills are the prime factors of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE:

- Knowledge and understanding of fire prevention, suppression and investigation methods, practices, and procedures, with the ability to apply such knowledge and proper procedures to specific situations in a calm manner
- Knowledge of modern firefighting, rescue, and fire prevention techniques
- Knowledge of and the ability to maintain accurate records and prepare timely reports required by various city, state and federal organizations and agencies
- Knowledge of federal, state, and local laws and ordinances pertaining to fire services, including fire inspection
- Knowledge of community geography, including street names and locations, building structures and hospital locations
- Knowledgeable in the use of computers and department software applications

SKILLS:

- Skill in oral and written communication
- Skill in interpersonal communication
- Skill in the use of fire and rescue equipment

ABILITY:

- Ability to operate emergency apparatus and equipment, with knowledge of safety policies and regulations, as well as applicable federal, state, and local laws
- Ability to establish and maintain effective working relationship with other employees, City officials, and the general public through written and oral communications
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to provide leadership and strategic direction for the Fire Department of a flourishing community

MINIMUM REQUIRED EDUCATION AND/OR EXPERIENCE

- High School Graduate or GED
- Minimum Age: 21 years of age
- Must possess a valid state driver’s license or obtain a valid Missouri Driver’s License within 30 days of appointment
- Able to submit to and pass physical, psychological, and medical testing, including drug and alcohol testing, as requested
- Candidates must have demonstrated skills in these five areas: leadership, communication,

management, budgeting, and community relations in Fire Service Administration

- Candidates must have a minimum of eight (8) years of firefighting experience in a professional firefighter position and achieved and held the rank of Captain or a higher command position for a minimum of four (4) years
- Must possess a Firefighter I or II certification through the Missouri Department of Public Safety. Certifications from other states may be considered. (Reciprocity or Equivalency from other states must be granted through the MoDPS; please see the MoDPS for information) and have the ability to continue annual trainings as required by the Missouri Department of Public Safety
- Any combination of education, training, or experience that would qualify for the position as determined by the City Manager

PREFERRED EDUCATION AND/OR EXPERIENCE:

- An Associate's Degree in fire science or similar degree, and advanced supervisory in management training
- A bachelor's degree in Business, Management, Public Administration, or a similar field
- Five or more year's previous experience as a Chief, Assistant Chief or similar position in a Fire Department and community of comparable size
- Fire Officer I & II Certification through the MoDPS
- Fire Inspector, Fire Investigator or other Certifications as recognized by the MoDPS
- Ten or more years of progressively responsible fire services experience
- Any combination of experience and education that would provide the required knowledge and abilities managing a diverse fire service workforce will be considered. Experience may substitute for education on a year for year basis

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Statement: The Fire Chief must possess sufficient strength, stamina, and endurance to adequately perform firefighting and departmental duties.

Due to the nature of firefighting and emergency services work, an employee in this position will be exposed to potential hazards such as extreme heat and smoke, unstable structures, live electrical lines, toxic gases, and bloodborne pathogens. Therefore, the employee is required to use protective clothing and equipment.

The physical demands of this job also call for above average endurance and conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods of time. Requirements may include running, climbing stairs with a heavy load, jumping, twisting, bending, and lifting more than 100 lbs. The pace of the work is set by the emergency situation.

Must be able to observe situations, identify appropriate actions, hear, and communicate information and instructions, sight, hearing, speech, frequent lateral mobility over various terrain, lifting items above head, stooping, and bending, mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility. Performs bending, squatting, sorting, kneeling, and reaching to ground level and overhead as required. Must be able to walk, crawl, sit, jump, climb ladders, and stairway and be able to stand for long periods of time; must be able to hold and operate hand tools.

During both emergency and non-emergency situations, the employee must be able to conduct coherent voice communication in person as well as via portable radio and telephone.

WORKING CONDITIONS:

Both indoor and outdoor working environments with exposure to dust and pollen, subject to a variety; or extreme and life threatening weather conditions; subject to extreme and/or constant noise: exposed to life threatening conditions and situations associated with firefighting, hazardous chemical incidents, and emergency medical situations such as toxic chemicals, fumes- smoke, and falls: danger from collapsing walls, ceilings, or roofs and possible exposure to contagious diseases; subject to possible electrical and mechanical hazards as well as poor visibility, ventilation, and working in cramped spaces; indoor environment consists of general office environment with heating and cooling regulated.

FLSA STATUS: **Regular – Salary**

DATE OF LAST REVISION: **March 2022**

Employee Signature _____ Date _____