

Job Title: **Fire Chief**

Classification: **Exempt-Professional**

Department: Fire



Supervisor: City Manager/ACM

Effective: 01/01/2023

I. JOB SUMMARY:

Fire Chief is the executive head of the Fire Department and is directly responsible for proper and efficient operations. Supervise, regulate and manage the department and have control of all its personnel, activities, Fire Investigations/Inspections, including fire safety education, fire prevention, fire suppression, emergency medical services, administration, and to provide highly responsible and technical assistance to the City Manager's Office and to serve as the Emergency Management Coordinator. Individual will perform other duties assigned by supervisor when needed.

II. EDUCATION & EXPERIENCE REQUIREMENTS:

- Bachelor's degree from an accredited college or university with major course work in fire science, business management, public administration or a closely related field preferred.
- Eight to ten years of experience in fire services which includes at least three (3) years in a supervisory capacity as a Battalion Chief, Training Officer or 5 years as a Fire Captain or any combination of experience-based management, leadership, training, communication and administrative skills, and thorough understanding of modern principles and practices of fire and basic medical services
- Texas Commission on Fire Protection advance certification as a firefighter is required and at least ten (10) years of progressively responsible experience and at least (5) years of fire command experience in a progressive Paid/Volunteer Fire Department is required.
- Completion of the National Incident Management System (NIMS) core curriculum classes IS 700, 800 and ICS 100, 200, 300 and 400.
- Chief Fire Officer Designation by the Commission on Fire Accreditation International preferred.
- Must meet NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments, upon initial employment and in situations where fitness for duty is questioned.
- Texas Department of Health ECA (Emergency Care Attendant) certification and Texas Commission on Fire Protection Intermediate Fire Service instructorships are preferred.

III. EMPLOYMENT REQUIREMENT:

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug, physical and pre-placement screening administered by the City of Mission appointed physician at the City's expense.

- Must have a current valid class "C" Driver License from the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL ABILITY REQUIREMENT:

- Ability to communicate in the English and Spanish language preferred.
- Ability to supervise and motivate employees
- Ability to establish and maintain effective working relationships with co-workers
- Ability to maintain effective working relationships other city employees, and the general public
- Ability to establish and maintain effective working relationship with City Administration and City Council.
- Ability to deal effectively with people of all socio-economic backgrounds.
- Ability to follow established procedures for maintenance of records.
- Ability to speak and write clearly and accurately.
- Ability to perform work that is routine and detailed.
- Ability to perform various tasks and prioritize the same efficiently.
- Ability to make decisions based on available data/criteria.
- Ability to make decisions based on professional judgment.
- Ability to take responsibility for the direction, control or planning of an activity.
- Ability to make clear decisions and delegate tasks under stressful conditions.

V. EQUIPMENT/MATERIALS: General office and safety equipment/materials to include but not limited to the following:

- City Vehicle
- City mobile phone
- Personal Computer
- Computer applications & systems access
- Various related Fire Operation Equipment

VI. ESSENTIAL JOB FUNCTIONS:

- Supervises, directs, and assists all paid and volunteer members of the Fire Department.
- Evaluates job performance of all employees of the department.
- Makes and enforces rules, regulations, Fire SOPs and procedures in accordance with City policy.
- Prepares and regulates annual budgets and assists with the purchase of all fire department equipment.
- Directs response to fire suppression and rescue missions to insure public safety and welfare.
- Supervises and oversees the City's Emergency Medical Services Program
- Supervises inspection for protection of life and against injury, for fire prevention, fire safety and oversees enforcement of all fire codes, safety rules, regulations and standards.
- Supervises public and departmental training and education programs.

- Supervises investigations, sources and circumstances of fires to detect causes.
- Maintains records and reports associated with fire and emergency calls, personnel, equipment and supplies for local, state and federal use.
- Active participation in Mission Volunteer Fire Department activities.
- Represents department at local, state, and regional meetings.
- Duties involve bending, lifting, carrying and using force equal to lifting 25 to 50 pounds.
- Work with all City department heads and represent departmental matters to City Manager and City Council.
- Serves as the Emergency Management Coordinator.

VII. NON-ESSENTIAL JOB FUNCTIONS:

- Attend City functions/business and other events when necessary.
- Assists and represents the City Manager and City Council by performing related work activities as needed.

VIII. WORK ENVIRONMENT:

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)			X	
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives		X		
Risk of radiation		X		
Vibration	X			

IX. MANUAL DEXTERITY:

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is performed to grip Firefighting equipment. Fine finger dexterity is required to hand write notes and to input data.

X. PHYSICAL DEMAND ANALYSIS:**MATERIAL HANDLING ACTIVITIES**

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	C	Buckets, helmets and gloves to clean apparatus room.
	6-10 lbs	F	1" hose to move from one place to another.
	11-20 lbs	O	Fire appliance to engage firehose.
	21-25 lbs	O	Fire appliance to engage firehose.
	26-50 lbs	O	Charges 5" hoses to position fire attack line.
	51-75 lbs	F	Human being to reposition them to render care.
	76-100 lbs	F	Adult human being to reposition them to render care.
	Over 100 lbs	O	Rescue people from buildings.
CARRYING	Up to 5 lbs	C	Axes to fight fires.
	6-10 lbs	F	1 3/4 hoses to connect onto fire truck.
	11-20 lbs	O	Air packs to don and use while entering a smoke filled house.
	21-25 lbs	O	Fire appliance to reposition fire attack lines.
	26-50 lbs	O	Fire appliance to reposition fire attack lines.
	51-75 lbs	F	Human being to reposition them to render care.
	76-100 lbs	F	Human being to reposition them to render care.
	Over 100 lbs	F	Human being to reposition them to render care.
PUSHING/PULLING	Up to 5 lbs	F	File cabinets opening and closing drawers.
	6-10 lbs	F	Pushing tires into place on emergency vehicles.
	11-20 lbs	F	Air pack tanks fro fill up of a container.
	21-25 lbs	O	1 1/3 hoses to remove from fire truck.
	26-50 lbs	O	Hose clamps to close a leak from hose.
	51-75 lbs	O	Human beings and appliances.
	76-100 lbs	O	Human beings and appliances.
Over 100 lbs	O	Human beings and appliances.	

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Up to 6', during investigations and inspection of premises.
STOOPING (bending at waist)	O	During investigation and inspection of premises.
KNEELING (one or both knees)	O	During investigation and inspection of premises.
CROUCHING (bending at hips/knees)	O	During investigation and inspection of premises.
CRAWLING	O	During investigation and inspection of premises.
REACHING	F	Removing objects during investigations.
TWISTING/TURN (rotation)	F	Removing objects during investigations.
HANDLING (manipulated objects)	F	Moving objects and operating a vehicle.
STANDING	F	During inspections and investigations.
WALKING	F	During inspections and investigations.
SITTING	F	Working with paperwork and reports.
FINGERING (finger dexterity)	F	Documenting data and entering data on various premises.
GRASPING (whole hand activities)	O	Remove objects during investigations and inspections of buildings and structures.

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I _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date