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| **DATE** | August 2022 |
| **JOB CODE** |  |
| **FLSA** | EXEMPTEXECUTIVE |
| **EEO** |  |

JOB TITLE: Fire Chief DEPARTMENT/DIVISION: Fire

REPORTS TO: Director of Public Safety

**SUMMARY:** Responsible for the overall operation of the Fire Department including planning, developing, organizing, directing, and coordinating activities within suppression, emergency medical services, prevention, and support services of the department. Provides highly responsible and complex administrative support to the Director of Public Safety.

# ESSENTIAL JOB FUNCTIONS:

This job description is intended to provide a representative summary of the major duties and responsibilities performed by incumbents of this position. Additional job-related tasks may be required.

* Directs the activities of the Fire Department which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and service offerings while ensuring compliance with federal, state, and local laws, regulations, codes, and /or standards.
* Serves on boards and advisory committees as directed by the City Manager, on the North Texas Emergency Communications Center (NTECC) Operations Advisory Committee (OAC), and on the executive board for the Joint Fire Training Facility.
* Directs and manages the development and implementation of goals, objectives, and deliverables as part of the department’s strategic business plan.
* Promotes firefighter health and safety standards based on the latest research on fire suppression methods, wellness and fitness, cancer prevention, and mental health programs.
* Represents the Fire Department to the public, other departments, elected officials and outside agencies.
* Develops, organizes, and implements responsive management strategies.
* Develops implementation plans, projections, and justifications for the annual budget.

# KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

* Modern fire suppression, emergency medical services, fire prevention, emergency management, Incident Command System (ICS), and dispatch concepts and operations.
* Principles and practices of municipal fire service administration as applied to the analysis and evaluation of programs, policies, operational needs, and personnel management.
* Principles of municipal budget preparation and finance.

Skill in:

* Supervision, leadership, personnel management, writing, communication, and delegation.
* Initiating, planning, and executing long-term programs.
* Conflict resolution and problem solving.
* Decision making under pressure or crisis situations that may involve life, property or the operations of the fire department.

Ability to:

* Provide leadership, create initiative, and serve as an effective spokesperson.
* Cooperate and communicate constructively with other city departments, Mayor, elected and appointed officials, the media, and the public.
* Analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of city and departmental goals.
* Exercise considerable judgment in the development and application of departmental work rules, standards, policies, and procedures.
* Manage and command subordinates and maintain effective working relationships with internal departments, community groups, and organizations.

# MINIMUM QUALIFICATIONS:

* Bachelor’s Degree from an accredited college or university in Fire Science, Public Administration, or related field. Master’s degree preferred.
* Ten years of increasingly responsible command-level and supervisory experience.
* Must be able to obtain the Master Firefighter and Intermediate Instructor certifications and Head of Department certification from the Texas Commission on Fire Protection (TCFP).

**WORKING CONDITIONS:**

* Work is typically performed in a standard office environment although employee may be exposed to high stress and hazardous situations while responding and managing emergency events in the field or at the Emergency Operations Center in a command or General Staff position.
* Frequent sitting, talking, seeing, hearing, and manual dexterity.
* May be subject to bending, reaching, kneeling, climbing ladders, walking over rough terrain, and entering burning and smoke-filled structures at emergency incidents.
* May be subject to wearing and functioning for extended periods in full protective clothing and self-contained breathing apparatus.

# CONDITIONS OF EMPLOYMENT:

* Must pass pre-employment drug test.
* Must pass criminal history check.
* Must pass motor vehicle records check.
* Must reside within Carrollton within one year of appointment.