



**Fenton Fire District
Employee Manual**

Job Description

Subject: Fire Chief

Section: 20.1

Initiated: January 1, 2007

Pages: 2

Reviewed: April 20, 2016

SAM References:

Overall Responsibilities

Perform a variety of technical, administrative, and supervisory duties in planning, organizing, budgeting, directing and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. This is a full time regular, exempt position.

Essential Duties and Responsibilities

- General administration and management of the Fire District. Set broad policy objectives and monitor performance of subordinates.
- Conduct annual performance evaluations – Deputy Chiefs, Fire Marshal, and Office Manager.
- Collaborate with the management team to develop and implement plan for the operational growth of systems, process and personnel designed to accommodate the growth objectives of the Fenton Fire District.
- Formulate strategic operational plans with subordinates for major operations. Support and participate in team building and organizational development programs.
- Meet with supervisors and peers to identify organizational issues and situations.
- Authority to establish incident command and control for situations requiring incident scene management.
- Ensure that all suggested operating guidelines, policies and procedures are implemented and adhered to by all members of the Fenton Fire District.
- Work with other Senior Officers to handle personnel management issues; including procedure and policy interpretation, conflict resolution, grievances, disciplinary actions; maintain departmental discipline, conduct, and general behavior of assigned personnel.
- Participate in interviewing and selections of new employees.
- Plan, coordinate, supervise and evaluate Fire and EMS operations.
- Supervise the Fire Prevention division and enforce fire prevention ordinances.
- Supervise the operation of departmental training activities.
- Maintain communication to foster good relationship with (IAFF) union officials.
- Participate in the (IAFF) union collective bargaining contract negotiation process.
- Meet with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the District's activities.
- Attend conferences and meetings to keep abreast of current trends, external environmental factors and trends in the field.
- Preparation of the annual budget and exercising purchasing and budgetary control. Develop long range Capital Improvement Plans and implement programs aimed at compliance with these plans.
- Manage and monitor pension system of the District.
- Plan for and review specifications for new or replaced equipment.
- Prepare and submit supporting documentation for bi-monthly Board Meetings typically held on the second and fourth Wednesdays of the month.

- Advise the Board of Directors on District and community issues.
- Collaborate efforts between the Board of Directors, Management Team and Accreditation Manager with recommendations for reaccreditation by CFAI.
- Other duties as assigned by the Board of Directors.

Skills and Attributes

- Thorough knowledge of principles, practices, methods and techniques of modern fire prevention and suppression activities.
- Thorough knowledge of the principles of fire and rescue administration, organization, personnel, budget, financing and purchasing.
- Familiarization with district tools and equipment.
- Ability to develop and review policies and procedures.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- Possess knowledge of incident scene safety.
- Considerable knowledge of applicable laws, ordinances, suggested operating guidelines, policies and procedures.
- Knowledge of pertinent consensus standards (NFPA).
- Strive to continually improve the customer service performance of the Fenton Fire District.
- Ability to make independent judgments which have critical impacts on the organization.
- Ability to successfully select, train and supervise departmental personnel.
- Ability to effectively communicate in writing and verbally.
- Ability to provide leadership, counsel and motivation to department personnel at all levels securing their respective commitments to the department's goals.
- Considerable knowledge of public administration, accounting principles, budget planning and control, principles of management and labor relations, performance evaluation and public relations.

Supervision

Received From

Works under broad policy guidance and directions of the Board of Directors

Exercised Over

Exercises supervision over Chief Officers, Administrative Staff and Fire District personnel

Qualifications Required:

- Bachelor's Degree from an accredited college or university in business or fire related field. (An equivalent combination of education and experience may be considered.)
- 15 years fire service experience
- Supervisory experience with the rank of Captain or higher
- Experience working in a multi-station district
- St. Louis County Fire Academy OR willingness to attend
- Valid driver's license and satisfactory motor vehicle record
- ICS- 100, 200, 300, 400
- NIMS- 700, 800

Qualifications Preferred:

- Lives within 10 miles of the Fenton Fire Protection District boundary within one year of accepting position.
- Paramedic license
- Master's Degree (Business or fire related field)
- Command level leadership training such as Fire Officer Certifications, Executive Fire Officer, Staff Command and Chief Executive Officer.