

ANOKA-CHAMPLIN FIRE DEPARTMENT

Fire Chief

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY

The Fire Chief is the Chief Executive Officer of the Anoka-Champlin Fire Department (ACFD), appointed by and responsible to the Joint Powers Fire Board for the effective, efficient and legal conduct of the fire department and its employees. The Fire Chief provides effective leadership functions, performing a variety of managerial, administrative, technical and supervisory functions. Plans, organizes, coordinates directs, and implements administrative, personnel, operational and supervisory practices of the department. Such work includes, but is not limited to, creating and maintaining department policies and budgets, ensuring required records are submitted and ensuring all department services are continually evaluated to provide for the delivery of progressive services to the community.

Work involves significant community engagement and public involvement with elected and appointed officials, public safety governmental entities, citizens and business owners.

SUPERVISION RECEIVED AND EXERCISED

Work is performed independently with guidance and direction from the Joint Powers Fire Board.

The Fire Chief receives direction from the Joint Powers Fire Board for issues and matters relative to department policy and financial accountability. The Fire Chief performs their duties with independent decision making authority, communicating with the Operational Committee and Fire Board as required.

ESSENTIAL FUNCTIONS

1. Plans, organizes, directs, coordinates and evaluates the work of the Anoka-Champlin Fire Department. Evaluates and improves services for all aspects of fire suppression, training, code enforcement and prevention, public education and administrative practices.

2. Performs varying forms of administration, management and supervision for full-time staff and paid-on-call firefighters and fire officers. Delegates appropriate duties, responsibility, and authority to supervisors.
3. Develops and maintains a workforce committed to customer service, result orientation and team work. Delegates appropriate duties, responsibility and authority to department managers to ensure appropriate supervision is maintained. Ensures compliance with applicable laws and standards as well as labor agreements and City-wide and Department policies and procedures.
4. Ensures the financial stability of the Departments by establishing cost control measures and monitoring all fiscal operations of the department. Prepares annual budget request, providing justification and budget modifications. Forecasts and procures revenues and funding for current and future projects. Ensures the efficient and economical use of departmental funds, personnel, equipment, materials, facilities and time.
5. Works with staff, Operational Committee and Joint Powers Fire Board to develop long-range, strategic plans for meeting the emergency service needs of the communities. Sets short and long-term goals, establishing objectives and benchmarking progress toward achievement. Stays abreast of current trends and practice in emergency service operations.
6. Assist the respective Emergency Managers in the planning, preparation, response, mitigation and recovery of community emergency response. May assume Incident Command as required. Provides briefings to the Joint Powers Fire Board and City Manager/Administrator on significant events or developments which may affect overall public safety and/or other dimensions of public and community relations during an event.
7. Provides supervision of full-time and part-time staff assigned to the fire department and manages and evaluates personnel at the scene of emergencies and other settings.
8. Manage employee performance review program to include annual reviews and employee discussion of contribution. Develops employee development programs.
9. Directs the investigation of fire-damaged property to determine the cause of fire and the value of the loss.
10. Administers fire code enforcement and fire prevention activities within the fire department, including supervision of assigned personnel.
11. Administers the training and certification programs for the paid-on-call firefighters and officers to ensure content and consistency.
12. Administers the Fire Department safety and health program, monitors injury and accident trends and applies remedial steps to decrease the potential of work related injury or illness.

13. Administers vehicle, equipment and facility maintenance activities.
14. Administers the emergency preparedness functions of the Fire Department including SARA Hazardous Materials planning.
15. Performs other related duties as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Theories, principles and practices of effective public service administration specifically related to fire/EMS processes and management.
- Legislative processes, fiscal and budget management processes and applicable administrative policies and procedures.
- Principles, practices and procedures of disaster preparedness, emergency operations center management and the incident command system.
- Applicable federal, state, municipal and local laws and regulations affecting the work of the Department.
- Strong situational leadership and management skills including supervisory experience, problem analysis, decision-making, building social capital and planning and organizing.
- Principles, practices and methods of comprehensive fire suppression, hazardous materials emergency response, safety and injury prevention and emergency medical service program.
- Principles of fire code enforcement, fire cause determination, and community fire safety education.
- Principles of supervision, training and performance evaluation.
- Department personnel policies and procedures.

Skills and Ability to:

- Excellent written and verbal communication skills.
- Demonstrated ability to manage multiple projects (project management).
- Plan, organize, direct and administer the work of full-time staff and paid-on-call firefighters.

- Train and evaluate full-time and paid-on-call staff.
- Administer discipline to full time staff and paid-on-call firefighters.
- Communicate clearly and concisely, both orally and in writing.
- Able to submit to and pass physical, psychological and medical testing, including drug and alcohol testing, as requested.
- Knowledgeable in the use of computers and fire department software applications
- Establish and maintain effective working relationships.

EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

Experience:

- Ten years of progressively responsible fire service experience in a paid-on-call or volunteer fire department which includes a minimum of seven years of supervisory experience in a command role as an officer.
- Minimum of five year's experience with relevant fire codes, city ordinances, state laws, and rules and regulations in the area of fire prevention and fire investigations.
- Demonstrated experience in budget preparation, written communications, public speaking and research reports.

Educational Qualifications:

- A bachelor's degree (BS) from an accredited four-year college/university in fire science administration, public administration or related field. Credit will be given for 10-years of experience as a chief fire officer in lieu of a BS degree. An associate's degree in fire science, public safety, business administration or public administration or related field from an accredited college or university, plus a minimum of ten years of progressively responsible experience in a paid-on-call or volunteer fire department which includes command experience as an officer may be considered.
- A minimum of 100 hours of management or leadership training in the fire service.
- Preferred: National Fire Academy Executive Fire Officer program.

License or Certification

- Minnesota Firefighter License or equivalent (NFPA 1001 Firefighter I and II standard) is required.
- Hazmat Operations level training meeting NFPA #472 standards.
- Emergency Medical Technician (EMT) certification meeting Minnesota EMS Regulatory Board standards.
- State and Federal Emergency Management Certification (or ability to obtain within two-years of hire)
- Fire Instructor I training and/or certification meeting NFPA #1021 standards, or equivalent.
- ICS 100 - 800
- Possession of, or ability to obtain an appropriate valid, unrestricted Minnesota drivers license.

WORKING CONDITIONS

Environmental and Physical Conditions:

- Due to the nature of firefighting and emergency services work, the fire chief may be exposed to potential hazards such as extreme heat and smoke conditions, unstable structures, environmental/ weather extremes, toxic gases and blood borne/respiratory pathogens. The fire chief will be required to wear protective clothing and equipment. The physical demands of this job also require above average endurance and physical fitness conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods of time.
- Maintain physical fitness to function effectively and safely on the incident scene.
- Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; adequate hearing, vision, and speech; may be required to operate assigned vehicle.

Other:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.