

GEARHART FIRE CHIEF JOB DESCRIPTION

General Statement of Duties:

This position is responsible for the overall management and supervision of the City's Fire Department and oversees service to the Gearhart Rural Fire Protection District.

Summary:

The Fire Chief plans, directs, manages, participates and oversees the activities and operations of the Fire Department including policy, procedures and guidelines development, fiscal management, code enforcement, emergency medical services, fire suppression, fire safety and prevention, rescue operations, hazardous materials response, and acts as Command under the City of Gearhart EOP (Emergency Operating Procedures) upon major emergencies or disasters; to coordinate assigned activities with other departments and outside agencies; develop long term objectives, and to provide responsible and complex administrative support to the City. This position is under the direct supervision of the City Administrator. The Fire Chief shall: 1) Live within the Gearhart Fire response area; 2) Maintain physical conditioning appropriate to the performance of assigned duties and responsibilities; and 3) Pass the City's background check.

Essential Duties and Functions: *(Essential duties/responsibilities may include but are not limited to the following.)*

- Assume full management responsibility for all department services and activities including policy, procedure and guideline development, fiscal management, code enforcement, emergency medical services, rescue operations, fire suppression and prevention.
- Develop and administer policies, procedures, and guidelines.
- Respond to all emergency incidents when available, take weekend duty when scheduled, and assume nightly duty Monday through Thursday outside regular work hours.
- Manage the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Identify opportunities for improvement and direct, and implement, changes.
- Perform inspections and interpretations of fire codes and ordinances to ensure consistency and compliance with mandated rules, regulations, codes, and ordinances.
- Review building permit applications (City & district) for access and water supply requirements.
- Motivate personnel and active involvement with volunteer recruitment.
- Work closely with other City departments, emergency service agencies, associations, community groups and representatives.
- Prepare/implement short and long-term strategies, goals, and objectives to meet community needs.
- Participate in community, county and/or state professional group meetings when appropriate.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Responsible for all disciplinary duties and/or actions within the fire department.
- Evaluate and recommend changes to the City's EOP.
- Skilled in computers, Microsoft products, training and reporting programs, and online publishing.

Desirable Qualifications

Knowledge of:

Thorough knowledge of operations, services, and activities of a fire department offering comprehensive services including fire prevention, fire suppression, emergency medical, rescue operations, hazardous materials response, fire safety programs, disaster response, and the ICS system. Operational knowledge of fire apparatus and all department equipment, including vehicles and communications devices. Pertinent federal, state, and local laws, codes and regulations governing fire safety, pre-hospital medical care and personnel management. Continued pursuit and completion of various fire industry grant programs and applications to further the department's grant success.

Ability to:

Command and/or work an emergency/fire/rescue scene; communicate effectively both verbally and in writing; plan and organize the work of others to meet overall objectives and goals; establish and maintain effective working relationships with City Officials, other fire professionals and the general public; direct effectively, and with good judgement, the operations of personnel and equipment under emergency conditions. Effectively work with and recruit Volunteer Firefighters. Apply safe work practices. Manage and direct operations and activities of the fire department. Develop and administer departmental goals, objectives, and procedures. Analyze and assess programs, policies, and operational needs. Prepare and administer the operating budget. Supervise, train, and evaluate personnel. Research, analyze, and evaluate new service delivery methods and techniques. Communicate clearly and concisely, possess strong written and oral communication skills.

Educational Experience – License and Certification Requirements:

- Minimum of ten (10) years fire department experience at an officer level, or equivalent.
- Must possess and maintain a valid Oregon Class "C" driver's license upon hire; CDL preferred.
- Associates Degree in fire science or is agreeable to obtain within three (3) years of hire.
- Oregon Emergency Medical Technician Advanced; or higher preferred.
- NFPA FF-II
- NFPA Fire Instructor-I
- NWCG Strike Team/Task Force Leader
- NFPA Pumper Operator
- NFPA Hazardous Materials Operations
- NFPA Fire Officer I
- NFPA Fire Inspector I
- NFPA Youth Fire-Setter Intervention Specialist (or within 2 years)

Salary and Benefits:

\$75,000 to \$85,000 DOE; This is a salary position with a six (6) month probation period. The City pays 100% of all Medical Insurance, Dental Insurance and Vision Care. The City also contributes to PERS (Oregon Public Employee Retirement System) for its employees. After six (6) months, the employee shall contribute 6%, before taxes, to an Individual PERS Account. Vacation and sick leave are provided. There will be a six (6) step salary scale to be determined by the City of Gearhart. Cost of Living increase will be determined yearly (Bureau of Labor Statistics).