

FIRE CHIEF
(DEPUTY DIRECTOR OF FIRE SERVICES)

POSITION SUMMARY: Under the general direction of the Director of Police and Fire Services, serve as Fire Chief (Deputy Director) of the Fire Services Division of the Wyoming Department of Public Safety. Perform a variety of complex administrative, supervisory and professional public safety work, overseeing personnel and business operations of the Fire Services Division and performs related work as required. Assist the Director of Police and Fire Services in planning, coordinating, assigning, training, developing, and supervising the work of subordinate personnel.

This position involves directing the activities of the Fire Services Division and the coordination, management and overall supervision of the activities of the Division. Work requires the use of reasoned judgment and specialized knowledge and skills in appraising the effectiveness of fire and administrative techniques. Work is performed in accordance with established policies and procedures, but much latitude exists for the exercise of judgment and discretion. Work is reviewed through observation, discussion and review of reports.

SUPERVISION RECEIVED: Work is performed under the direction of the Director of Police and Fire Services.

SUPERVISION EXERCISED: Supervision is exercised over subordinate fire service personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Provide administrative direction, vision and innovative leadership for the Fire Services Division of the Wyoming Department of Public Safety. Conduct analysis and strategic planning in relation to departmental and organizational missions and goals. Establish department policies and procedures to comply with local, state and federal regulations and to support professional safety standards.
2. Plan, organize, direct and implement fire prevention, fire suppression, emergency medical programs, services and training for a combination full-time/paid-on-call department. Direct the inspections of buildings and other properties for fire hazards and enforcement of fire prevention ordinances. Develop, direct and oversee the public fire prevention education and safety awareness programs.
3. Oversee the City's integrated emergency management system and emergency operations command center.
4. Minimize the loss of life and property due to fire and emergency medical incidents through efficient use of financial, operational, technical and human resources.
5. Carry out various administrative assignments which may involve preparation, submission and monitoring of the annual budget, policy formulation, establishment of procedures, and accountability for results. Research information, prepare reports and make recommendations to the Director of Police and Fire Services.
6. Provide effective leadership of personnel. Coordinate activities by scheduling work

assignments, setting priorities and directing the work of subordinate employees; evaluate and verify employee performance through the review of completed work assignments and work techniques; provide timely coaching, training and performance evaluations for subordinate employees.

7. Assist with labor relation issues and ensure that proper labor relations and conditions of employment are maintained.
8. Recommend and advise the Director of Police and Fire Services in the development and/or revision of departmental organization, goals, programs, policies and procedures. Ensure that departmental procedures are followed. Author and enforce policies and processes and ensure personnel are educated on department procedures, policies and processes.
9. Recommend personnel policies and oversee the department's professional standards, functions and processes, including accreditation through the Commission on Fire Accreditation International.
10. Keep abreast of legislative and regulatory developments, new techniques and current issues through continued education and professional growth.
11. Act as department spokesperson as directed by the Director.
12. Make public presentations on a number of department related subjects to various organizations when assigned or requested.
13. Review reports and complaints. Investigate inquiries and/or complaints made by citizens, businesses, or other personnel. Follow up on corrective actions and ensure that responses are provided.
14. Complete research and prepare and present clear and concise correspondence, records and reports.
15. Represent the department and the Director of Police and Fire Services at various meetings and conferences and keep him/her apprised of significant events involving the Fire Services Division. Serve as a liaison to other City departments, agencies, boards, commissions and businesses.
16. Ensure that the Director of Police and Fire Services is advised of the status of important department issues.
17. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A Bachelor's degree in Fire Science, Public Administration or related field. Prefer Master's degree in an appropriate field of study.
- B. Has attained the rank of Captain, Battalion Chief or comparable rank and has served in that rank for at least three (3) years. Must have five (5) years of operational, including

command experience and three (3) years of administrative experience including strategic planning, budgeting, and management.

- C. May be required to be certified as a Firefighter II in Michigan per NFPA 1001. Licensed Medical First Responder (EMT/Basic preferred) may be required. Certified as Hazardous Materials Operation may be required.
- D. Graduation from the National Fire Academy or comparable program.
- E. Graduation from an approved advanced leadership development training program.
- F. Knowledge of department organization, personnel, rules, regulations, policies, procedures and labor relations.
- G. Extensive knowledge of applicable federal, state and local laws, codes, ordinances and the limitations of fire authority. Thorough understanding of city government processes.
- H. Extensive knowledge of modern firefighting, fire prevention and fire investigation practices, management principals and techniques.
- I. Extensive knowledge of the duties, functions, and responsibilities of subordinate personnel. Ability to motivate, train, develop, coordinate and direct subordinate personnel. Knowledge of management principles. Understanding of criteria to use in evaluating performance and progress of personnel.
- J. Considerable knowledge of the geography, streets and important locations within the City.
- K. Ability to communicate effectively, interact with and make public speaking presentations to various groups of people including the media, and appointed and elected officials at all levels of government.
- L. Ability to coordinate resources to accomplish organizational objectives and goals.
- M. Knowledge of budgeting principles and the ability to coordinate the preparation and monitoring of the department budgets.
- N. Ability to present a professional leadership image to the organization and to the public, both on and off duty.
- O. Must be able to routinely demonstrate a commitment to the mission, vision and values of the department.
- P. Ability to be decisive and firm in making both crucial and routine decisions. Ability to think and act quickly and effectively in emergencies and under stressful conditions.
- Q. Ability to prepare, review and submit accurate department records and reports.
- R. Ability to plan, organize and direct the functions of the Fire Services Division.
- S. Considerable knowledge of computers and related software, with equally considerable knowledge of fire services reporting, input of narrative information, statistical

information, training and investigative efforts, and their outcomes.

T. Possession of a valid, unrestricted Michigan motor vehicle operator's permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear.
While performing the duties of this job, the employee is regularly required to communicate with others.

While performing the duties of this job, the employee regularly works both in the field and in a fire and police station setting. The noise level in the work environment ranges from noisy in the field to quiet in the station. The employee may be exposed to severely hazardous conditions including fire and smoke. In some situations the employee may encounter very dangerous working environments. The employee may be exposed to graphic scenes, uncontrollable environments and circumstances. The employee is required to drive in inclement weather.

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