

FIRE CHIEF

General Statement of Duties

Performs difficult supervisory and administrative work in directing the activities and personnel of the Glenrock Fire Department.

Distinguishing Features of the Class

An employee in this class plans, organizes, and leads a variety of departmental activities to include firefighting, rescue, training, public education, emergency medical response, hazardous materials response, and fire prevention in protecting the lives and property of the citizens of Converse County. Work includes establishing a vision of excellence in customer service and emergency response readiness and long-range planning for programming, facilities, staff, and equipment needs. The Chief manages the department staff, both paid and volunteer, prepares and monitors the budget, plans and evaluates work operations, and directs the hiring, training and counseling of personnel. The Chief evaluates the need for new equipment, stations, and ensures a program of fire prevention, inspections, and fire investigations. The Chief attends major incident response and may take command at the site; consequently, skills must be maintained in the use of firefighting and fire equipment operation. The role is responsible for serving as liaison with County Emergency Management staff in developing and maintaining a Town emergency management plan and response and coordination of Homeland Security requirements. The employee is subject to hazards associated with firefighting including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as exposure to high heat, exposure to chemicals, and in the proximity to moving mechanical parts, electrical current, and working in high places. Employee may be exposed to atmospheric conditions and blood borne pathogens, may be required to wear a respirator, and may be required to work in close quarters. Considerable judgment and expertise is required in directing departmental activities especially in training and in setting and monitoring work standards. Work is performed under the general administrative supervision of the Mayor.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes, and directs departmental operations and establishes overall departmental policies and standard operating guidelines on fire prevention and suppression, rescue, emergency medical response, and related matters.

Manages full and part-time/volunteer staff to assure effective firefighting operations and to maintain sufficient level of preparedness and training.

Analyzes personnel, property, and operations of the department; implements action on such information in order to improve departmental operations; regulates and balances workload; reviews work objectives and expectations.

Prepares budget projections of anticipated expenditures and needs; assigns personnel and equipment; evaluates the need for the repair of existing or the purchase of new apparatus and requisitions equipment and supplies; insures proper maintenance of facilities and equipment.

Participates with the Mayor and other federal, state, and local officials in planning for long range needs for stations, equipment and staffing and in planning for all types of emergency response.

Oversees the hiring, promotion, discipline, and evaluation of departmental employees; insures high levels of training, motivation, and performance excellence; plans for career development and mentoring.

Ensures the development of new or the modification of existing policies, procedures, and/or standards.

Evaluates the effectiveness of the department and leads and develops consensus for changes as needed.

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Additional Job Duties

Develops intergovernmental relationships with local, county, state, and federal agencies.
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Knowledge of modern firefighting practices and methods and of the equipment use.

Knowledge of National Fire Protection Association Codes and references as well as all applicable standards and guides.

Knowledge of the laws and ordinances which pertain to fire prevention and control.

Knowledge of Town personnel, purchasing and budgeting policies and procedures.

Knowledge of the laws, regulations, principles and practices involved in modern personnel administration and of modern and effective supervisory principles and practices including motivations, leadership, communications, conflict resolution, hiring, discipline, and performance coaching and evaluation.

Knowledge of the application of information technology to fire service and fire management.

Knowledge of the types of industrial and commercial operations in the response area and the potential fire hazards; knowledge of the hazards common to the various types of construction and the storage of flammable materials and explosives.

Knowledge of OSHA regulations and safety practices and accident prevention principles and practices.

Working knowledge of emergency management planning and execution.

Skill in collaborative conflict resolution and problem solving.

Skill in public presentations.

Ability to prepare clear and concise reports analyzing departmental operations and to develop and manage a departmental budget.

Ability to communicate effectively in writing.

Ability to effectively supervise and evaluate the work of staff, and to motivate, communicate, counsel, and otherwise establish high morale and productivity.

Ability to exercise sound judgment and react effectively in emergency situations, and to maintain good physical condition.

Ability to speak effectively before a group, to deal tactfully and firmly with the public, and to establish and maintain effective working relationships.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform work exerting up to 50 pounds of force occasionally, and 100 pounds of force frequently.

Must possess the visual acuity to perform accounting, computer work, and extensive reading in addition to ability to distinguish people and objects at emergency scenes.

Desirable Education and Experience

Graduation from a college or university with a degree in Fire Science, Emergency Management, or related field or an equivalent combination of education and experience.

Special Requirements

Possession of a valid Class B Wyoming driver's license.

Possession of both Fire Fighter I and II certifications.

Possession of EMT certification.

Possession of ICS 100, 200, 300, 400, 700, and 800 certifications.



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