

CITY OF HELENA



Position Title: Fire Chief

Department: Fire

Division: Administration

Grade: 169

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose: The work performed by this position involves the leadership, coordination and oversight of the City of Helena Fire Department. Typical responsibilities include, planning, directing, managing, and overseeing the activities and operations of the department including fire prevention and operations programs and functions; coordinating assigned activities with other City departments and outside agencies; and providing highly responsible and complex administrative support to the City Manager.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Department Management and Administration

This position is responsible to assume full management responsibility for all Fire Department services and activities including fire prevention and operations programs and functions. The incumbent will manage the development and implementation of Fire Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; and allocate resources accordingly.

The Fire Chief will continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of changes; maintain efficient and cost-effective emergency response teams. This will require the position to conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Fire Department programs, policies, and procedures as appropriate.

The Fire Chief is responsible for ensuring proper maintenance and availability of equipment, apparatus, buildings and other facilities; enforcing the Uniform Fire code; responding to major fire alarms and personally directing fire suppression activities as necessary; directing emergency medical services provided to the City by department personnel in cooperation with the ambulance service; serving as Incident Commander for hazardous materials incidents under the provisions of the Local Emergency Planning Committees' Hazardous Materials Response Plan; and directing and participating in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency programs.

The incumbent will ensure that all operations of the Fire Department are functioning with a priority toward safety for City employees as well as the general public.

Personnel Management

The incumbent will plan, direct, and coordinate, through subordinate level managers, the Fire Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; and adjust shifts and assignments of personnel in the department to assure protection of life and property in the City.

The Fire Chief is responsible to select, train, motivate, and evaluate Fire Department personnel; ensure quality staff training is provided; work with employees to correct deficiencies; and implement discipline and termination procedures.

Internal and External Public Relations

The Fire Chief will represent the Fire Department to other City departments, elected officials, and outside agencies; explain and interpret Fire Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues. Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.

The Fire Chief will coordinate Fire Department activities with those of other City departments and outside agencies and organizations; provide staff assistance to the City Manager and City Commission; and prepare and present staff reports and other necessary correspondence. The position will participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations in the field of fire science.

The Fire Chief will be responsible to maintain harmonious relations with union firefighters. The position is expected to be involved in grievances, arbitration, labor management committee meetings and participate in labor negotiations.

Fiscal Management

The Fire Chief will manage and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; and direct the preparation of and implement budgetary adjustments as necessary.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Pertinent Federal, State and local laws, codes and regulations including Uniform Fire Code.
- Program development and administration abilities.
- Modern fire prevention, fire suppression, and rescue principles, practices and techniques.
- Budget preparation.
- Incident command theory.
- Principles of supervision, management, motivation and leadership.
- Emergency medical services including first aid and CPR.
- Strategic planning skills.

Skill or ability to:

- Communicate orally and in written at a professional level
- Lead and maintain a positive and harmonious work environment
- Work productively with union employees
- Make complex decisions
- Foster innovation and change
- Manage conflict in professional, effective and productive manner

Physical Demands:

Ability to work in a standard office environment with some exposure to exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; and the availability to respond to emergency calls.

Minimum Qualifications (Education, Experience and Training):

This position requires training equivalent to a Bachelor's degree from an accredited college or university with major course work in business management, fire science, public administration or a related field. The position also requires six years of responsible fire suppression and/or prevention experience including three years of management and supervisory experience.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

Supervised by the City Manager.

Supervision Exercised:

Exercises direct supervision over management, supervisory, professional, technical and clerical staff. Responsible for all employees of the Helena Fire Department.

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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