

Job Title: DMPFD Fire Chief

Pay Group: Executive Pay Plan Est @ 70K-80K based on experience - EEOC

Category: Executive Staff - Officials & Administrators

Date: September 2024

FLSA Category: Exempt

BRIEF DESCRIPTION OF THE JOB: Fire Chief is the executive head of the Fire Department and is directly responsible for proper and efficient operations. Supervise, regulate and manage the department and have control of all its personnel, activities, Fire Investigations/Inspections including fire safety education, fire protection, fire extinguishment, emergency medical services, administration, and to provide highly responsible and technical assistance to the City Manager and to serve as the Emergency Management Coordinator.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to: DMFPD Board of Directors
- Directs: Fire Lieutenants and Administrative Assistant and has ultimate responsibility for entire department including EMS.
- Other: Has regular contact with other city departments, the general public, civic groups, and outside agencies and departments concerned with fire suppression and prevention.

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work

Av. % of Time

Strength*

Physical Demand Code*

Develop long-range programs and plans for the increased effectiveness of the department, including fire safety education and suppression programs.

Constant

Direct the hiring, training, promotions and terminations of department personnel.

Constant

Supervise and participate in the development and administration of the Fire Department budget, service agreements, and contract negotiations for service delivery in areas such as the Emergency Service District, Mutual Aid Responses and Automatic Alarms.

Constant

Oversees and manages personnel including disciplinary actions and internal affairs investigation.

Constant

Direct and control administrative functions and requirements of the organization. Oversight of all mandates and legislative requirements, including SDA Charter.

Constant

Responsible for the professional development and training of Fire staff. Implementation of organizational cultures and management directions.

Constant

Projects and proposes staffing needs. Evaluates and authorizes staffing, man hours, and payroll, ensuring personnel are fulfilling the requirements of the Fair Labor Standards Act (FLSA) and Family Medical Leave Act (FMLA)

Constant

Act as Incident Commander on all complex emergencies and coordinates on scene operations to stabilize the incidents. Implements department emergency plans and functions, including staffing Emergency Operations, Emergency management mitigation, and emergency preparedness and response.

Constant

Ensures all incidents of arson and fire causes are investigated through a coordinated effort by Fire and Law Enforcement agencies.

Constant

Develops and implements standard operating procedures for the fire department.

Constant

Provides and ensures all employees are provided a safe work environment and receive the necessary training to perform their job in a safe manner and ensures compliance of all policies and procedures.

Constant

Plans, supervises, and participates in residential, commercial, and public building inspections to determine violations of and to enforce adherence to safety laws and ordinances, including the International Fire Code and Fire Safety Code.

As needed*

Develops training procedures and conducts training courses to certify volunteer and paid firefighters.

Constant

Records and reports on all fire department incidents, including inspections, code violations, and fires of undetermined or suspected incendiary origin;

Constant

Coordinates, directs, and participates in fire prevention programs and educational informational programs through the media, schools, civic groups, businesses, and the public;

As needed*

Inspects facilities used for large public gatherings to identify and eliminate fire hazards;

As needed*

May read blueprints of new buildings for compliance with International Fire Code and Fire Safety Code;

As needed*

Acts as emergency management coordinator for the Community, Departments and assist County and State 911 efforts.

Constant

Responds to emergency calls when off duty, as required;

As needed*

Attends County, State, and department staff meetings.

As required**

Serves in extension of current duties as required for Emergency Management, particularly in the areas of fire, rescue, communication, public warning and hazardous materials.

As required**

Serve as a member of the Community management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government.

Constant***

Acts as the Fire Department Liaison on City, County, State boards.

Constant***

Performs such other duties as may be assigned by DMFPD Board.

Constant***

See Physical Demands portion of job description for key to codes

PHYSICAL DEMANDS:

1. Overall, Strength Demand

Sedentary ___ Light to _X_ Medium ___ Heavy ___ Medium ___ Heavy ___ Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

- O - A. Standing
- C - B. Sitting
- F - C. Walking
- O - D. Lifting
- O - E. Carrying
- O - F. Pushing/Pulling
- O - G. Reaching
- C - H. Handling
- C - I. Fine Dexterity
- O - J. Kneeling
- O - K. Crouching
- R - L. Crawling
- O - M. Bending

- O - N. Twisting
- O - O. Climbing
- R - P. Balancing
- C - Q. Vision
- C - R. Hearing
- C - S. Talking
- O - T. Foot Controls
- O - U. Other

C-Continuously, F-Frequently, O-Occasionally, R-Rarely

3. Description of Physical Demand

Physical Demand Description - Constant

STANDING/WALKING

On concrete, asphalt, burned out buildings, may walk on structurally unsafe surfaces.

SITTING

To drive in emergency situations; for instruction; for rest periods; to do paperwork and computer work at desk; to perform maintenance on equipment.

LIFTING/CARRYING

Protective gear-23 lbs.; self-contained breathing apparatuses-24 lbs.; ladders up to 24 ft long-64 lbs.; fan-45 lbs.; fire extinguisher-45 lbs.; jaws and power unit-60 lbs. each; stretcher weight-55 lbs. plus weight of victim.

PUSHING/PULLING

Redline-20 lbs. of exertion; hose-45 to over 50 lbs. of exertion; pull discharge valve-over 50 lbs. of exertion; close discharge valve-over 50 lbs. of exertion; close valve-55 lbs. of exertion; push and pull charged hose-over 50 lbs. of exertion; for CPR-35 lbs. of force; to remove and replace equipment stored in compartments on sites of fire trucks; to sweep and mop as part of building maintenance.

REACHING

For fan and hurst tool in cramped confined space; to lift ladders-6 inches; for fire extinguishers-20 inches; for deluge gun-up to 80 inches; for extension ladder-72 inches; for hurst tool and power unit-42 inches; to use ceiling hook to pull ceiling and to wash apparatus.

HANDLING

To connect hoses; use ladders; use small tools; open and close valves; handle victims.

CROUCHING/CRAWLING

In search and rescue operations; to use fire stream to place water in structure; to operate fan; in victim extrication; to fight fires in smoke; to perform vehicle and equipment maintenance.

KNEELING

For CPR; to use heavy fire streams; to perform vehicle extrications to perform vehicle and equipment maintenance.

BENDING

To fold, couple and uncouple fire hoses; move equipment and tools; administer first aid.

CLIMBING/BALANCING

On ladders, stairs or fire vehicles to obtain equipment and reach fires; to climb stairs in fire station. To walk on rafters, attics, ladders, use hose stream; climb on fire vehicle.

TWISTING

To operate hose streams; put on self-contained breathing apparatus while on fire truck; communicate on vehicle in response to fire; firefighting on a ladder; to pull equipment from compartments on truck.

VISION

Critical to operate equipment; during rescue operations and for overall safety.

HEARING/TALKING

Communicate during rescue and firefighting operations; communicate on the radio and in person with the general public; communicate with fire services staff and volunteer firefighters.

FOOT CONTROLS

To drive, push gas and brake pedal; to operate stretcher.

FINE DEXTERITY

To draw pre-fire plans; use chemical monitors; fill out reports; tie ropes and knots.

RUNNING

Initial response and at scene.

ENDURANCE/ STAMINA

Firefighting and rescue operations involve short periods of great physical demand.

NON-PHYSICAL DEMANDS:

- F - time pressure
- O - noisy/distracting environment
- F - emergency situations
- O - tedious exacting work situation
- O - irregular schedule/overtime
- C - working closely with others as part of a team
- O - danger/physical abuse
- F - performing multiple tasks simultaneously
- F - frequent change of tasks
- C - other (describe below)
- O - varying periods of idle time interspersed with emergencies requiring intense concentration

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Vehicles, fire and rescue equipment, computer, radios and communication equipment; exercise equipment, personnel protection equipment.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Exposure to heat, weather, chemicals on fire scene; work in wet, icy and/or muddy areas sometimes on slippery surfaces such as roof tops or ladders; possible exposure to infectious agents; exhaust fumes, hazardous chemicals, stress.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of fire prevention and suppression; department policies and procedures; emergency medical service programs; use and maintenance of fire and emergency medical service equipment and apparatus; service area geography; firefighting resources; Colorado & Fremont County building and fire codes; and personnel policies.

Skill/Ability to: supervise and motivate employees; establish and maintain effective working relationships with co-workers, other city employees, and the general public; conduct inspections of building construction, including plumbing, electrical systems, framing, foundation, gas systems, and heating and air conditioning systems; work in a hazardous out-of-doors environment; perform fire and rescue duties, demonstrate proficiency in verbal and written communication; make clear decisions and delegate tasks under stressful conditions; maintain accurate records and reports; and maintain appropriate necessary certifications, Colorado driver's license applicable to job responsibilities,

and acceptable driving record.

ACCEPTABLE EXPERIENCE AND TRAINING:

Bachelor's degree from an accredited college or university with major course work in fire science, business management, public administration or a closely related field. Eight to ten years of experience in fire services which includes at least three (3) years in a supervisory capacity as a Battalion Chief, Training Officer or years as a Fire Captain or any combination of experience-based management, leadership, training, communication and administrative skills, and thorough understanding of modern principles and practices of fire and basic medical services.

CERTIFICATES/LICENSES REQUIRED:

Advanced Firefighter, Fire Officer 1 and Intermediate Instructor certifications from Colorado Commission on Fire Protection Personnel Standards and Education and must have served as a fully paid firefighter for at least 5 years. Valid Class B Exempt Colorado driver's license. Experience and knowledge in administration of the Local Government Code. Arson Investigator certification and EMT-B certification from Colorado Department of State Health Services a plus.

I agree this job description is a fair representation of the duties of the position that I will be expected to perform. I further affirm that I am physically able to perform the duties as listed.

Applicant Information:

Printed Name _____

Signature _____

Date _____