



**CITY OF WEBSTER CITY
JOB BAND DESCRIPTION**

POSITION: Fire Chief

JOB – BAND CLASSIFICATION: Public Safety

Definition: To establish and prioritize departmental goals, oversee departmental operations, quickly respond to fires and other emergency calls as needed.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

- Knowledge of modern firefighting and prevention procedures and practices.
- Establishes departmental goals and programs.
- Submits budget request forms and oversees expenses.
- Assists with preparation of yearly budget.
- Recommends major improvements or repairs relating to equipment and facilities.
- Makes personnel hiring, disciplinary, and termination decisions.
- Establishes policies and standards of operating procedures.
- Provides incident command at fire department incident.
- Writes vehicle and equipment specifications.
- Oversees record keeping and time sheets.
- Responsible for the safety of entire city population in an emergency situation.
- Works 24-hour shifts, including vacations, holiday, and sick leave.
- Conducts inspections of institutions within Webster City.
- Attends and conducts meetings.
- Checks vehicles, makes repairs of equipment, and general maintenance duties.
- Speaks at public functions.

- Plans, organizes, and conducts fires drills.
- Performs other duties of a similar nature or level as assigned.
- Required to report to assigned worksite as scheduled.
- Maintain confidentiality of work-related issues and City information.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised:

Exercises supervision of all department fire fighters including all full, part-time and volunteer staff.

Required Competencies:

Includes, but is not limited to, the following:

Customer Service: Schedules training room use, loans equipment, and provides non-emergency services.

Cooperation: Work with other departments, government agencies and civic groups.

Organizational Skills: Sets work schedules, establishes personnel assignments and programs.

Decision Making Skills: Makes quick, educated decisions under pressure.

Research Skills: Researches federal, state, and local fire and safety codes and procedures.

Communications Skills: Effective oral, written, and other forms of communication in order to maintain effective working relationships with all contacts.

Education, Experience & Technical Skills Required:

High School diploma or equivalent along with 5 full-time years' experience, or education and experience equivalent with three years of full-time officer experience. Must possess a current State of Iowa Drivers License. Certifications necessary at time of hire are: Iowa CDL License, Firefighter I Certification, First Responder Medical Certification, Hazardous Materials Operations Level Certification. Within 12 months of hire candidate must possess Confined Space Entry Certification, Carbon Monoxide Program Training, ICS-100 Introduction to Incident Command System, IS-700 National Incident Management System (NIMS), Officer I & II Training.

Clerical Skills: Basic knowledge of everyday office and equipment uses.

Accounting Skills: Budgeting and purchasing for the department.

Mechanical Skills: Minor repairs of vehicles, weapons, and office equipment.

Physical and Environmental Requirements:

Ability to lift heavy objects or persons in the course of rescue/fire suppression activities; ability to climb ladders, carry hose, wear/carry required protective clothing and gear in course of training or rescue/fire suppression activities, and operate extrication equipment. Ability to withstand working in all extreme weather conditions. Visual ability sufficient to operate a fire vehicle by day and night, to observe emergency scene actions taking place, observe traffic in the vicinity of an emergency scene, to prepare correspondence. Hearing ability sufficient to understand radio transmissions, conversation with other individuals in person, over a radio, and via telephone. Speaking ability sufficient to communicate effectively with other individuals in person, over a radio, or via telephone.

FLSA/Wage Hour Status: Exempt