



DATE	2016
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Fire Chief
 DEPARTMENT/DIVISION: Fire
 REPORTS TO: Assistant City Manager

SUMMARY: Responsible for the overall operation of the Fire Department; including planning, developing, organizing, directing, and coordinating activities within suppression, emergency medical services, prevention, and support services of the department. Provides highly responsible and technical staff guidelines of V.T.C.A., Local Government Code, Chapter 143 and all other applicable laws, regulations, and standards.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of management principles;
- Knowledge of strategy development principles and procedures;
- Skilled in monitoring and evaluating employees;
- Skilled in providing leadership;
- Skilled in managing projects;
- Skilled in speaking in public;
- Skilled in analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Skilled in mediating and resolving conflict;
- Skilled in managing change and sensitive topics;
- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in General Business Administration or a related field and eight (8) years of progressively responsible experience, including three years at the Division Manager level, or its equivalent.
- OR**
- High School Diploma and twelve (12) years of progressively responsible experience, including five years at the Division Manager level, or its equivalent.
 - Certifications/licensure may be required depending on area of assignment.

PREFERENCES:

WORKING CONDITIONS:

- Frequent sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.
- Depending on area of assignment, may work in an outdoor environment, with potential exposure to adverse weather conditions.
- Depending on area of assignment, may occasionally work near moving mechanical parts.
- Depending on area of assignment, may occasionally be exposed to risk of electrical shock, vibration, fumes, airborne particles, infectious diseases, criminal suspects, and/or prison inmates.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.