

**City of Kalispell**  
**Job Description**  
**An Equal Opportunity Employer**

Job Title: **Fire Chief**  
Department: Fire Department  
Union: Non-Union  
Salary Range: \$89,282 - \$114,289 per annum (DOQ)  
Benefits: 100% paid health insurance for employee & reduced rates for dependents. State retirement plan, 3-weeks' vacation, paid sick leave, 10 State and Federal holidays. This position may be participating in a \*VEBA program.  
FLSA Status: Exempt  
Date: January 7, 2021

**A. GENERAL PURPOSE**

As the Fire Chief of a community of over 20,000 people, this position performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing actions addressing fire and life safety risk reduction, and fire department operations.

**B. SUPERVISION RECEIVED**

Works under the general guidance and direction of the City Manager.

**C. SUPERVISION EXERCISED**

Supervises the Assistant Chief(s) and other Department staff, officers, and firefighters through these subordinate officers.

**D. ESSENTIAL DUTIES AND RESPONSIBILITIES (90%)**

- a. Establishes goals, objectives, policies and procedures for the Fire Department in order to implement directives from the City Manager/Mayor or City Council.
- b. Frequently interacts with the City Manager, City Council, and other officials from various local, state, and federal regulatory agencies, including representatives of local community organizations.
- c. Establishes, organizes, standardizes, and monitors Department policies and procedures to alleviate deficiencies and improve efficiency and effectiveness of operations.
- d. Evaluates the performance of the Department and staff directing changes, training, and development as needed to maintain and an efficient and safe Department.
- e. Prepares annual operating, maintenance, and capital improvement budgets and documents budget requests; controls adopted Department budget. Performs

financial and economic analyses necessary for effective program operation and fiscal management.

- f. Determines, supports, and ensures the correct application of all pertinent Federal, State, and local codes, regulations, and requirements within the scope of the Department's responsibility and authority.
- g. Plans for and reviews specifications for new facilities, fire apparatus, and replacement equipment. Maintains a long-term plan projecting personnel, facilities, apparatus, and equipment needs.
- h. Responds to emergencies and may direct activities at the scene of major events, as required. Must be able to don, doff and utilize personal protective equipment including self-contained breathing apparatus for fire and hazardous materials incidents.
- i. Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- j. Reports as necessary to the City Manager regarding the Department's activities and provides a variety of other reports as appropriate including an annual report of activities.
- k. Provides direction for Departmental all risk prevention with respect to program directives, goals, and objectives.
- l. Maintains regular contact with and fosters constructive and productive working relationships other City Departments, other Fire/EMS officials and Departments (paid & volunteer), elected or appointed officials, community and business representatives County, State and Federal agencies and the general public on all aspects of the Department's activities.
- m. Monitors inter-governmental actions affecting the Fire Department and public safety and takes action necessary to sustain and enhance the ability of the Department to meet the needs of the community.
- n. Coordinates activities of the Department with the work of other Departments within the City and provides assistance via the personnel and equipment of appropriate divisions of the Public Works Department where required to ensure compliance with and achievement of the adopted goals of the City.
- o. Oversees and provides guidance for building department staff regarding currently adopted fire code applications and requirements. Must have a working knowledge of the International Fire Code 2012 and 2018 editions.

#### **E. PERIPHERAL DUTIES (10%)**

- a. Attends conferences, training, and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state, and national meetings.

- b. Performs the duties of command personnel as needed.
- c. Serves as a member of various employee committees.

**F. MINIMUM QUALIFICATIONS (Education and Experience):**

- a. Graduation from a college or university with a bachelor's degree in fire science, public administration, or a closely related field and;
- b. Fifteen (15) years experience in fire and emergency medical service work, five (5) years of which must have been equivalent to fire chief, captain, or battalion chief.
- c. Demonstrated successful past practice working with the public and providing quality customer service.
- d. Proven successful experience working with fellow staff members and supervising employees.
- e. Any equivalent combination of education and experience.

**G. PREFERRED QUALIFICATIONS**

- a. Completion of the on-campus Command and Control Class series at the National Fire Academy, or The Blue Card Command Program.

**H. KNOWLEDGE, SKILLS & ABILITIES**

- a. Extensive knowledge of professional fire department all-risk prevention and suppression, operations, and emergency medical services principles, procedures, techniques, and equipment;
- b. Knowledge of safety standards and precautions pertaining to the use, response and operation of fire apparatus and equipment and first responder activities;
- c. Considerable knowledge of applicable Federal and State laws, City ordinances, departmental standard operating procedures, and regulations as it relates to fire departments and ambulance service;
- d. Thorough knowledge of effective managerial and administrative practices, methods, and processes;
- a. Extensive knowledge and experience with collective bargaining units, Fair Labor Standards Act, and specifically IAFF bargaining groups.
- b. Working knowledge of first aid and resuscitation techniques and their application;
- c. Demonstrated ability as an effective leader with customer service skills and active community service and involvement;
- d. Ability to plan, organize, prioritize, coordinate, assign, and evaluate the work of subordinates;

- e. Ability to prepare detailed and accurate reports;
- f. Ability to establish and maintain effective working relationships with other city departments, other public safety agencies, the media, and the general public;
- g. Ability to perform work requiring good physical condition;
- h. Ability to communicate effectively orally and in writing;
- i. Ability to exercise sound judgment in evaluating situations and in making decisions, at times in very stressful situations;
- j. Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and
- k. Ability to meet the special requirements listed below.

#### **I. SPECIAL REQUIREMENTS**

- a. Must possess, or be able to obtain, a valid Montana State Driver's License and must be able to prove satisfactory driving history.
- b. No felony convictions or disqualifying criminal histories within the past seven years;
- c. Must be a U.S. Citizen or show proof of eligibility to work in U.S.;
- d. Must be able to pass an extensive medical examination by a practicing physician approved by the City of Kalispell Department, and maintain medical fitness level as required by an annual medical examination;
- e. Must be able to pass respiratory fit tests as required for use of self-contained breathing apparatus;
- f. Ability to read and write the English language (or substitute any local or State requirements for those listed here), and;
- g. At the time of employment will be expected to be able to respond from home to the closest Kalispell Fire Station within 15 minutes under normal driving conditions.

#### **J. TOOLS AND EQUIPMENT USED**

- a. Emergency response apparatus fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager.
- b. Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

## **K. PHYSICAL DEMANDS**

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- c. Without accommodations, must be able to drag 165 pounds at a minimum, must be able to carry at waist level 100 pounds and must be able to lift 24 pounds to the height of the shoulder. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **L. WORK ENVIRONMENT**

- a. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- c. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- d. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

## **M. SELECTION GUIDELINES**

- a. Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.
- b. The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related or a logical assignment to the position.

- c. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
- d. Kalispell is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\*VEBA (Voluntary Employee Benefit Association) is a tax-exempt health reimbursement account used by employees and their eligible dependent to pay for eligible medical expenses. The plan is funded by an employee's sick and/or vacation banked hours upon leaving City employment.

**Posting Date:**

**Closing Date:**

**NOTICE!**

**ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.**

**A CITY APPLICATION CAN BE OBTAINED FROM:**

- The Human Resources Department with the City of Kalispell, 201 1<sup>ST</sup> Avenue East, Kalispell, Montana. Phone: (406)758-7757 or
- The Kalispell Job Service, 427 1<sup>st</sup> Ave East, Kalispell, Montana. Phone (406)758-6200 or
- Online at the City of Kalispell's website: [WWW.KALISPELL.COM](http://WWW.KALISPELL.COM) .

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Head/Supervisor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager/Hiring Authority