

City of La Grande
Fire Chief

Department:	Fire Department	FLSA Status:	Exempt
Accountable to:	City Manager	Representation:	Non-represented
Supervises:	Supervisory	Adopted:	April 2022
NCCI:	7710		

GENERAL POSITION SUMMARY:

The Fire Chief provides administrative direction and leadership for all functions, operations and department personnel in accomplishing the Fire Department's mission of protecting life and property.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

(The following is not intended to serve as a comprehensive list of all functions and responsibilities performed by the Fire Chief. Rather, this list is a representative summary of the primary duties and responsibilities.)

- Regularly review and critically analyze all Fire Department activities to assure institutional and operational efficiency, and the appropriate utilization of department resources;
- Identify mission related priorities then develop and implement departmental goals, objectives;
- Assure clear, concise and effective Fire Department policies and procedures are in place and are consistently followed;
- Review policies and procedures on a regular basis to assure they remain relevant, legal and consistent with fire service best practices;
- Direct and coordinate the activities of Fire Department personnel in protecting life and property by preventing and suppressing fires and providing advanced life support emergency medical services;
- Direct and operate an ambulance service with well trained and certified personnel responding to a high volume and variety of calls;
- Remain available on twenty-four-hour call for emergency response to fires and other emergencies and to assume or assist with incident command at large scale incidents;
- Assure the Fire Department's compliance with Federal and State OSHA rules and regulations;
- Assure the Fire Department is in compliance with all State and Federal ambulance service requirements.
- Have a good working knowledge of the Oregon Fire Code and City of La Grande ordinances related to the prevention of hostile fires, and enforce the same;
- Assure firefighters are well trained, properly equipped and ready to respond immediately to calls for service;

- Assure Fire Department staff performs at a high level and in conformance with City policies and individual job requirements through an effective annual personnel performance appraisal program;
- Represent the City in the community and at professional meetings as required.
- Prepare the annual Fire Department budget and control expenditures;
- Develop specifications for equipment purchases and large capital expenditures;
- Prepare written reports and provide staff assistance to the City Manager and City Council;
- Interact with the public to answer questions and provide technical information;
- Meet regularly with Fire Department Staff to inform, give direction, encourage and solve problems as they arise. Maintain positive working relationships with mutual aid partners, area law enforcement agencies, the local hospital and other public safety partners;
- Operate a motor vehicle to assist in carrying out the business of the Fire Department and the City.

NON-ESSENTIAL RESPONSIBILITIES:

Undertake special projects and research as directed by the City Manager. Provide assistance to other City staff as workload and staffing levels dictate. Maintain proficiency in and awareness of issues facing the fire service including new trends and innovations by attending training, conferences, by reading public administration and fire service-related materials, and by networking with peers in the fire service. Work with a variety of boards and commissions. Join and participate in professional associations and local service organizations. Perform other duties as assigned by the City Manager.

SUPERVISORY RESPONSIBILITY:

Direct supervision of Fire Department officers and Fire Department Secretary. Has indirect supervisory responsibility for all other part-time and full-time staff within the Fire Department.

SUPERVISION RECEIVED:

Works under the direction of the City Manager.

SPECIFIC JOB SKILLS:

MANDATORY REQUIREMENTS: Knowledge of the following:

- City organization, operations, policies and procedures;
- Advanced principles and practices of budget preparation and administration;
- Modern organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs of the Fire Department;
- Modern principles, practices, and techniques of fire department and ambulance service organization, administration, and operational management;
- Pertinent federal, state, and local laws, codes, and regulations;

- The Incident Command System (ICS) and the National Incident Management System (NIMS),
- Fire service strategy and tactics best practices for the efficient and safe deployment of personnel and equipment at fire suppression, emergency medical and other emergency incidents;
- Effective preventive maintenance programs to extend the life and performance of Fire Department facilities, vehicles and equipment;
- Principles and practices of training Fire Department personnel;
- Fire Department policies and procedures. Ability to:
- Plan, direct, supervise, and coordinate the daily operations of the La Grande Fire Department;
- Develop, implement and administer goals, objectives and procedures for providing effective
- and efficient fire prevention, fire suppression and emergency medical services;
- Communicate clearly and concisely, orally and in writing;
- Properly interpret and make decisions in accordance with pertinent federal, state, and local laws, codes, and regulations;
- Gather, interpret and use complex financial data to prepare and administer the Fire Departmental budget;
- Make appropriate financial and budgetary decisions;
- Establish cooperative and effective working relationships with subordinates, public groups and organizations, City officials, and other governmental agencies;
- Perform a broad range of supervisory responsibilities over Fire Department personnel including properly applying and enforcing City and Fire Department personnel policies and procedures;
- Assess emergency situations quickly and accurately, then develop and implement an effective incident action plan to control emergency incidents;
- Control emotional responses to stressful and possibly hazardous situations in order to make critical decisions under pressure;
- Attend Fire Department Drills, City Council and other meetings outside of regular working hours;
- Safely operate Fire Department vehicles.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree in fire science, fire service administration, public or business administration or a related field is preferred;
- Ten (10) years of broad fire department experience (municipal fire department with EMS preferred) with increasing levels of responsibility in management and supervisory positions including four (4) years' experience in an administrative capacity; or
- Any equivalent combination of education, experience and training which provides the knowledge and abilities necessary to perform the work.

LICENSES/CERTIFICATES REQUIRED:

- NFPA Firefighter I and II certifications;
- Hazardous Materials Operations Level certification;
- NFPA Fire Officer I certification; and
- Emergency Medical Technician (EMT) Basic or higher certification.

ADDITIONAL REQUIREMENTS:

Position may require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid Oregon driver's license (or able to secure an Oregon driver's license within one month of hire date), and have an acceptable driving record. Use of personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage. Employees in this position are required to establish residence within Union County, Oregon, and not more than 15 air miles from the La Grande Fire Station within ninety days from the initial date of hire and for the duration of their employment with the City.

WORKING CONDITIONS:

Work is performed primarily in an office setting but emergency response and other duties may require work to be performed in vehicles and outdoors in all weather conditions, and at all hours of the day or night. Work performed at emergency incidents may be emotionally draining stressful, and physically demanding. A partial list of the hazards associated with fighting fires and rendering emergency medical care that a Fire Chief may be exposed to include flames, smoke, noxious odors, fumes, chemicals, human body fluids, explosions, structural collapse and being struck by vehicles.

MATERIALS AND EQUIPMENT USED:

Materials and equipment used include, but not limited to:



- Office Computer
- Mouse/Trackball
- Ten Key/Calculator
- Copier
- Fax Machine
- Telephones
- Fire Department Operations
- Department Vehicles
- Turnout Gear
- Mobile and Portable Radios
- Mobile Computers
- Assorted firefighting tools including Axes, Pike Poles, Power Saws, Ladders, Fire Hose of various diameters, Nozzles

PHYSICAL DEMANDS:

Must maintain effective audio-visual discrimination and perception needed for, making observations, reading and writing, operating assigned equipment, assessing the situation at an incident scene, and communicating with others. The Fire Chief must maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include, directing/participating in fire suppression activities, running, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, walking, standing or sitting for extended periods of time, performing life-saving and rescue procedures, and wearing assigned protective clothing and equipment. While in confused, chaotic and potentially life-threatening environments, rely on the senses of sight, hearing, smell, and touch to help determine the nature of an emergency, maintain personal safety, and make critical decisions throughout the duration of the incident. Must be able to effectively deal physically and emotionally with personal danger which may include exposure to hazardous chemicals, noxious fumes and smoke, intense heat, electrical hazards, confined spaces, extreme heights, dangerous animals, grotesque sights, sounds, smells and body fluids associated with major trauma and burn victims, extremely loud noises, hazards of emergency driving, hazards associated with traffic control and working in and near traffic.

OTHER:

Have access to confidential information on a regular basis and participate in collective bargaining negotiations on an occasional basis

City Manager Approval/Date

I have reviewed the job description and am able to perform the essential functions with or without reasonable accommodations.

Employee Signature/Date