

Fire Chief/Fire Marshal

FLSA Status: *Exempt*

General Definition of Work

Responsible for the management and operation of the Fire Department. This shall include, but not be limited to, fire and rescue emergency response, fire code enforcement, investigation into the cause and origin of fires, fire prevention and safety educational services, training and safety of Fire Department personnel, fire station facilities, vehicles and equipment assigned to the Fire Department, supervision of all Fire Department staff which includes full-time and paid-on-call personnel, and other duties as apparent or assigned. The Fire Chief also serves as the City's Emergency Management Director. This position is responsible for working with the Chief of Police in preparing emergency response planning and policies. This position reports to the City Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Plans, directs, and evaluates activities of the Fire Department - ensuring an effective, efficient, and economical system for the delivery of firefighting, fire inspections, fire prevention, and emergency management. Develops and maintains all hazards preparedness planning for the city. Educates and trains city staff on policy.

Develops and implements fire suppression plans based upon modern firefighting and rescue techniques and practices and available equipment and apparatus. Incorporates into such plans, all factors that impact fire behavior such as types of construction, industrial and manufacturing processes, and handling and/or storage of combustible and flammable materials, ensuring proper response activities.

Administers the emergency preparedness functions of the Fire Department including but not limited to prevention, mitigation, preparedness, response and recovery to large and small incidents.

Assumes command and supervises departmental activities when in attendance at fires, rescues, and medical emergencies. Establishes chain-of-command to facilitate efficient operations during emergencies in his/her absence.

Supervises the enforcement of city codes, laws, and safety regulations for public buildings, handling and storage of combustible materials, and the use of flammable liquids and explosives to assure the general safety and well-being of residents regarding fire prevention. Coordinates activities with the Building Inspection Department on matters pertaining to fire, building, and housing codes as needed. Directs the investigation of fire-damaged property to determine the cause of fire and the value of the loss.

Directs and participates in the selection of department personnel; supervises, disciplines, and evaluates performance of department personnel consistent with the City's regulations, collective bargaining agreements, and personnel policies.

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Provides supervision of full-time and part-time staff assigned to the fire department and manages and evaluates personnel at the scene of emergencies and other settings. Supervises the training of the fire department personnel to assure that modern firefighting, rescue, and emergency medical techniques and practices are presented, thus providing for the overall development of fire department personnel.

Keeps the City Administrator promptly informed of significant matters as they relate to the department and assists the City Administrator with fire department matters pertinent to discussions or decisions of the City Council. Attends meetings of the City Council and other boards and commissions as deemed necessary, or as assigned, by the City Administrator.

Administers fire code enforcement and fire prevention activities within the fire department, including supervision of assigned personnel. Delegates appropriate duties, responsibility, and authority to supervisors, ranking officers, and training personnel.

Administers the training and certification programs for the paid-on-call and fulltime firefighters and officers to ensure content and consistency. Administers the Fire Department's safety and health program, and the hazardous materials response team program.

Compiles, prepares, and recommends to the Finance Director and City Administrator the annual budget, including fire prevention, and inspections, emergency management and capital improvements

Knowledge, Skills and Abilities

- Knowledge of fire suppression, equipment practices, principles, methods, and techniques.
- Knowledge of emergency medical operations and the ability to provide emergency medical care.
- Knowledge of fire codes and fire prevention laws and regulations.
- Knowledge of OSHA safety regulations, training requirements etc.
- Ability to prepare and implement operating and capital improvement budgets.
- Ability to effectively communicate with the public, departmental personnel, city staff, City Council, and other governmental agencies, neighboring departments and EMS.
- Ability to prepare technical reports and present reports to the city staff and City Council.
- Ability to provide leadership and promote morale among the firefighters.
- Ability to develop cooperative relations with the public.
- Ability to use a computer and emergency reporting software.
- Ability to train and supervise staff.

Education and Experience

Minimum Qualifications

- Bachelor's degree in Fire Science, Fire Administration, Fire Services Management, or related field.
- Seven years training and experience with a fire department, seven years of which must have been equivalent to Fire Captain or higher.
- Certified Firefighter II or equivalent.
- Certified Fire Officer I or equivalent.
- Certified Fire Inspector I or equivalent by the National Fire Protection Association.
- Emergency Medical Technician (EMT-B)
- Hazardous Materials Operations 472 Certification or equivalent.
- Fire Apparatus Operator Certification or equivalent.
- FEMA ICS 100,200,300,400 & NIMS 700

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- ❑ Emergency Management Director Certification. A candidate who does not hold this certification will be required to obtain certification within a period that will be determined at time of hire.
- ❑ Must live within a 25-minute drive of any Dayton fire station within six months of appointment.
- ❑ Valid driver's license and good driving record.
- ❑ Demonstrated experience in leading training programs.

Preferred Qualifications

- ❑ Previous Fire Chief, Assistant, or District Chief experience.
- ❑ NFPA 1021 Fire Officer II Certification or equivalent.
- ❑ NFPA 1041 Fire Instructor II Certification or equivalent.

Environmental conditions and Physical Requirements

Office, emergency firefighting, rescue, and disaster environments, and work outdoors in extreme weather conditions. Work independently, in small groups, and as a member of a team. Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; adequate hearing, vision, and speech; may be required to operate assigned vehicle.

Physical and psychological I Test will be required.

To learn more about our Fire Department please refer to our website at <https://cityofdaytonmn.com/departments/fire/>

Pay Grade = 11