

FIRE CHIEF

The Town of Signal Mountain is seeking an individual for full-time employment as Fire Chief. The candidate must have strong interpersonal and organizational skills with the ability to manage personnel, programs and multiple projects simultaneously. Under the direction of the Town Manager, responsibilities include planning, organizing, and directing all activities of the Fire Department. Activities associated with the position require a strong background in fire administration and personnel management with a minimum of five years of fire supervisory experience of lieutenant or higher. Applications may be obtained at Town Hall or are available at www.signalmountaintn.gov. Completed applications, a resume, and three references should be sent to the Town of Signal Mountain, 1111 Ridgeway Avenue, Signal Mountain, TN 37377. A post-offer drug screen and physical are required. The Town of Signal Mountain is an EEOC employer.

Town of Signal Mountain Position Description

Title: Fire Chief

Division/Department: Fire Department

Definition:

Employee is responsible for directing all administrative, operational activities and functions of the Signal Mountain Fire Department to protect the citizens of the Town and their property from disasters and emergencies through fire suppression, emergency medical service response, hazardous materials mitigation, fire prevention and public education. This position is under the supervision of the Town Manager.

Fair Labor Standards Act Service:

Exempt.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Supervise staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Write comprehensive job description for any new position or change in an existing position to submit to Town Manager for review and recommendation for Town Council for approval.

Monitor Federal, State, regional, and local laws, regulations, policy, procedures, and emerging trends in fire and rescue service. Coordinate with federal, state, regional and local emergency management activities to ensure maximum cooperation and efficiency for emergency preparedness.

Direct operations within all major functions of fire, emergency medical, or other emergency response activities; consult with subordinate officers to develop long-range goals to enhance or improve emergency response capabilities.

Administer major functional areas, including public information, human resources, safety and risk management, civic involvement, information systems, records, and communications.

Develop policies and procedures to ensure efficient and economical use of the department's operational budget; ensure promulgation of policies and procedures to all staff levels; evaluate results to ensure compliance and identify deficiencies; monitor condition and maintenance of all Fire Department equipment, buildings and property.

Prepare, present and implement departmental budgets.

Oversee and approve departmental expenditures; prepare specifications for purchase of equipment and vehicles.

Attend continuing education training to maintain required certification; perform physical exercise to maintain fitness standard required by Town regulations.

Act as Fire Marshall and ensure fire inspections of commercial establishments by a certified State Fire Inspector.

Perform duties of subordinates in their absence and other duties as assigned.

Required Knowledge and Abilities:

Working knowledge of and abilities in, but not limited to, administrative and all aspects of tactical fire ground operations, rescue techniques, Haz-Mat operations, vehicle operations and other general knowledge needed to function in the role of a Firefighter or an Incident Commander.

Knowledge of Incident Command System, N.I.M.S.; Signal Mountain Fire Department and town ordinances, policies and procedures related to the fire service; all local, state and federal laws, rules and guidelines dealing with response and mitigation of emergency situations.

Ability to plan and direct the work of subordinates, coordinate work efforts with other public service personnel (i.e. law enforcement, EMS, Haz-Mat Team, other Town employees, etc.) and establish and maintain an effective working relationship with public and other employees.

Ability to analyze emergency situations quickly; apply the most effective course of action with due regard for safety of Department personnel; manage a large organization with a variety of functions; and keep detailed records and reports.

Ability to obtain a Fire Inspector Certification if needed.

Equipment:

Equipment used would be but not limited to, basic medical equipment, automatic external defibrillators, tactical fire ground protective equipment, firefighting equipment, rescue equipment and various hand and hydraulic tools and/or any other equipment needed in the performance of fire and rescue operations.

Operates computer and other office equipment.

Educational Requirements:

Bachelor's degree gained through four-year college/university academic program or any equivalent combination of training, education, and experience.

Experience Required:

More than 8 years in the fire service with 3 of those years at the position of shift supervisor, i.e., lieutenant, captain or higher rank, and the following minimum certifications: CPR, State of Tennessee Firefighter II certification or equal, State of Tennessee Fire Instructor I certification or equal, State of Tennessee Fire Officer I certification or equal, Vehicle Extrication Technician, State of Tennessee Medical First Responder or higher certification, State of Tennessee Class D

endorsement F drivers license or valid drivers license equal to or higher certification. Must be able to obtain Hazardous Materials Operations certification. Must be able to obtain these certifications within 24 months of hire.

Problem Solving Requirements:

Solve a wide range of complex, multi-disciplinary problems, with short and intermediate term organization and planning.

Writing Skills Required:

Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

Compose moderately complex documentation of a routine nature, i.e., complex studies or summarizing annual department/section results.

Compose sensitive, non-routine correspondence requiring tact and diplomacy and/or compose reports or summaries for which established formats generally do not exist.

Compose major reports, policy or procedure manuals, proposals, and brochures.

Speaking/Presentation Skills Required:

Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors, or other employees.

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

Deliver informational speeches, reports, and orientation before audiences and groups that include people that are not organization employees.

Deliver presentations regarding potentially controversial issues.

Negotiate with outsiders in sensitive and complex situations, i.e., conduct negotiations and settle lawsuits.

Job Related Communication:

Within the department – daily

With employees in other departments – daily

With employees in other organizations – daily

With the public – daily

Planning & Scheduling:

Extensive – a substantial level of planning responsibilities exist, usually affecting numerous employees and activities and requiring a significant amount of time.

Difficulty of Work:

Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures.

Assignment of Work:

General guidance allowing for employee planning of procedures and methods to attain objectives.

Effects of Work Errors:

Errors are detected within the office/work areas in which they occur, possibly affecting work of others, and requiring expenditures of time to correct.

Supervisory or Management Responsibilities:

Supervises 7 supervisory employees, 9 non-supervisory employees and up to 3 part-time employees.

Working Conditions:

On average 30 percent standing, 30 percent walking, and 40 percent sitting. Approximately 60 lbs. or more may be required for lifting.

Lifting frequency – some

Bending – some

Pushing and/or pulling loads – some

Reaching over head – some

Kneeling – some

Crawling – some

Climbing ladders – some

Mental/Visual Effort:

Typing/CRT – very frequent

Attention to detail – very frequent

Monitoring equipment – some

Detailed inspection – frequent

Transcription/proofreading – very frequent

Adverse Conditions:

Exposure to temperature extremes – some

Dangerous equipment – some

Chemicals – some

Noise – some

Physical effort/risk – some

Other Physical Risks and Efforts: Firefighting and rescue activities in uncontrolled environments; exposure to environmental hazards; possibility of exposure to bio-hazard and chemicals; personal protective clothing and breathing apparatus worn when entering hazardous environments.