

# POSITION DESCRIPTION

## FIRE CHIEF

### **GENERAL PURPOSE**

Plans, directs, supervises, and coordinates the activities of the Deadwood Volunteer Fire Department in the performance of duties to provide fire prevention and suppression services, rescue services, and other services relating to the protection of lives and property.

### **SUPERVISION RECEIVED**

Works under the general direction of the City Commissioners and the Deadwood Volunteer Fire Department membership who review work for effectiveness in conformance to established policy.

### **SUPERVISION EXERCISED**

Supervises a small number of regular employees and a large number of volunteers. May assume command as Incident Commander under the Incident Command System.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Develops policies, goals, and objectives related to the Fire Department for approval by the City Commissioners and the Deadwood Volunteer Fire Department membership reviews work plans; assists the City Commission in the development of the annual budget and in preparation of operational reports.

Participates in the selection of new employees and recommends appointments of volunteer firefighters; conducts periodic performance reviews of subordinates; provides general and specific guidance, training, and discipline for subordinate employees; plans and supervises the activities of personnel in providing emergency services.

Responds to fires and other emergency calls and may assume command of personnel, volunteers and equipment at the scene; assures 24-hour on call command officer coverage in his absence.

Develops and implements a program of in-service training for all Fire Department personnel and volunteers; attends conferences, schools and various meetings to keep abreast of new developments in fire fighting, fire prevention, rescue, training and administration.

Confers with agents of other governmental jurisdictions, with the Insurance Services Office, and the office of the State Fire Marshal; coordinates mutual aid with other fire agencies.

Directs the maintenance of records of fire calls and fire losses; directs investigations to determine cause and origin of fires and assists with prosecutions necessary; assists in enforcing fire codes and other laws, ordinance, and regulations.

Assists in developing and implementing a fire hazard abatement program.

Assists in developing a fire evacuation plan for residents and visitors and integrates it into the area disaster operation plan.

Assures the proper maintenance and operation of all fire fighting and other emergency equipment; recommends to the City Commission the replacement of existing equipment and the acquisition of new equipment as part of the budget process.

Supervises all training and inspection program for all Deadwood Volunteer Fire Department personnel to assure the safety of the workplace.

Directs performance of hazard assessments and training for property of owners to reduce fire hazards.

Works with City Commission and property owners to make Deadwood a Fire Wise Community.

Works with other City Departments, government agencies, insurance providers, and policy holders.

Directs research and applications for grants when available.

Directs and supervises fund raising for the Deadwood Volunteer Fire Department.

### **PERIPHERAL DUTIES**

None.

## **DESIRED MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles and practices of organization and management of fire departments and the demonstrated ability to implement them in a volunteer fire department setting; familiarity with advanced methods, practices, and techniques of fire suppression, fire prevention, and code enforcement; familiarity with federal and state regulations regarding the fire service and safety in the workplace; familiarity with fire and building codes, fire insurance rating standards, fire and evacuation planning and water supply needs for fire protection.

Ability to work harmoniously with other employees; make decisions independently in accordance with established policy; use initiative and judgment in planning, organizing, and supervising others in the completion of tasks and responsibilities with only general instruction and guidance; use tact and judgment when dealing with the public; communicate effectively orally and in writing.

### **SPECIAL REQUIREMENTS**

Must possess a valid South Dakota Driver's License.

### **TOOLS AND EQUIPMENT USED**

Emergency Vehicles, Telephone, Radio, Personal Computer, Copier, Fax Machine

### **PHYSICAL DEMANDS**

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 those individuals with disabilities to perform the essential functions.

Operates emergency vehicles (fire trucks, ambulances, etc.) and other City/County vehicles

Must be able to carry, push, pull reach and lift equipment and parts weighing up to 50 pounds.

Stoops, kneels, crouches, crawls and climbs during emergency work; stands and walks for extended time periods; works in an environment with exposure to smoke, dust, dirt and significant temperature changes between cold and heat; hearing and vision within normal ranges.

### **WORK ENVIRONMENT**

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 those individuals with disabilities to perform the essential functions.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interviews and reference check; job related tests may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## FUNCTIONAL JOB DESCRIPTIONS

DATE: \_\_\_\_\_

Position: Volunteer Fireman

Employee Name: \_\_\_\_\_

Physician Approval: \_\_\_\_\_

Date Developed: 03/25/05 Revisions: \_\_\_\_\_

### PHYSICAL DEMANDS

Note: In terms of an eight hour workday. Scheduled maintenance only. Event driven schedule.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 - 10 HOUR DAY	COMMENTS
Sit	1		Event Driven
Stand	4+		Event Driven
Walk	4+		Event Driven

Occasionally = 1% - 33%      Frequently = 34% - 66%      Continuously = 67% - 100%

ACTIVITY	NONE	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
Bend/Stoop		X			
Squat		X			
Crawl		X			
Climb		X			In/Out Fire Trucks
Reach		X			

Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull		X			

### PHYSICAL DEMANDS

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	75 pounds			
Lift (pounds)	75 pounds			

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	Operate motor vehicle
Simple hand grasping	X	X	
Firm hand grasping	X	X	Hoses
Fine manipulating	X	X	

### SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.		X	
Color Perception		X	
Depth Perception	X		

Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	X		
Requires protective clothing or personal protective devices.	X		All firefighting PPE, Respirators, HPD, gloves, suits.
Correctable vision to 20/40 Near/Far	X		

### ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.	X		
The worker is subject to both environmental conditions; activities occur inside and outside.	X		
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.	X		
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.	X		
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.	X		
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.	X		

Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.	X		
Worker is subject to scheduled overtime.		X	
Worker is subject to unscheduled overtime.	X		
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		
Worker is subject to night work hours.	X		

### MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict		X	
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.		X	
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure	X		
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.		X	

Communication Skills: Develop written communications requiring grammar skills. Interact with customers on an explanatory basis. Interact with groups of people.	X X X		
Math Skills: Basic skills of addition, subtraction, and multiplication. Advanced math skills.	X	X	
Reading Skills: Basic instructions material Technical information	X X		
Other			
Other.			



**JOB DESCRIPTION EMPLOYEE AGREEMENT  
for FIRE CHIEF**

I, \_\_\_\_\_, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date