



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Fire Chief	DEPARTMENT: Fire Department
IMMEDIATE SUPERVISOR: City Manager/Deputy City Manager	GRADE/RANK: 23
	FLSA/ESSENTIAL STATUS: Exempt-Essential

GENERAL DEFINITION AND PURPOSE OF WORK:

The Fire Chief is directly responsible to the City Manager. The Fire Chief directly supervises those in command of the fire department divisions: Administration, Operations, and Fire Prevention. Performs difficult administrative and protective services work in directing the activities of the Fire Department; does related work as required. Serves as the Emergency Management Coordinator for the City.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Overall administration of all Fire Department operations and function, including fire suppression, public service, fire prevention, fire investigations, and public education;
- Overall administration of Fire Department support activities, including department personnel functions, training, staffing, maintenance, supply, and budgeting;
- Plans, directs and reviews activities of personnel performing fire prevention and suppression activities;
- Makes recommendations for the establishment and maintenance of an adequate fire defense;
- Responds to and takes command of firefighting personnel at major fires; makes

assignments and supervises subordinate officers in the care and maintenance of equipment stations and other supplies and equipment;

- Serves as chair or as a team member in addressing major hazards or emergency situations;
- May make recommendations concerning amendments and improvements in building codes and other regulating ordinances affecting fire prevention and suppression programs;
- Serves as spokesperson to public, media and administration concerning all fire department events, and situations;
- Reviews reports on departmental activities;
- Prepares reports for City officials, state and national organizations;
- Coordinates with other department heads within the city government to ensure the safety of citizens and events;
- Prepares and administers the departmental budget;
- Prepares long-range goals, objectives and strategic plans for the development and operation of fire protection services;
- Prepares long-range plans for the development of fire protection services;
- Evaluates work of subordinates and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of fire administration, including organization, staffing, financing, equipment management and maintenance of records and reports; comprehensive knowledge of modern firefighting techniques and equipment; thorough knowledge of the laws and regulations relating to control and prevention of fire; ability to plan, layout and review the activities of a fire department and to maintain discipline; ability to exercise sound judgment in emergencies; ability to analyze the effectiveness of a firefighting organization and to institute improvements; ability to prepare and review reports; ability to establish and maintain satisfactory working relationships with subordinates, other officials and the public.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college in the field of fire science, public administration, management, or related areas and extensive administrative experience of a wide and progressively responsible nature in the fire services. Graduation from the National Fire Academy's Executive Fire Officer Program is highly desired as well as being a Chief Fire Officer designee by the Center for Public Safety Excellence.

SPECIAL REQUIREMENTS:

Possession of appropriate driver's license valid in the Commonwealth of Virginia. Must meet and

maintain all department training and certification requirements for position including, but not limited to, certifications as Fire Officer IV, E.V.O.C., and EMT-B.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work is performed under general supervision. Supervision is exercised over all department personnel. Individuals will perform difficult emergency protective service work under both emergency and non-emergency conditions. Work frequently involves considerable personal risk when working under emergency conditions. Work requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force consistently to perform duty assignments. Work requires climbing, balancing, stooping, pulling, crouching, crawling, reaching, standing, walking, pushing, lifting, grasping, feeling, smelling, and repetitive and combinations of these forces. Vocal communications are required for expressing or exchanging ideas by spoken word, written correspondence and conveying detailed or important instructions to others accurately and clearly. Good hearing is required to handle information received at both normal levels of sound and levels of extreme magnitude. Visual acuity is required for depth perception, color penetration, night vision, and peripheral vision, preparing and analyzing written information. Visual inspection involving small defects and /or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general conditions, surroundings and activities. The worker is assigned to inside and outside environmental conditions, extreme cold and heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing protective breathing equipment. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment for environment and health hazards.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Exercises direct supervision over professional, technical, clerical and volunteer staff.

EXAMPLES OF EXPECTED DECISION MAKING:

This job description in no way states or implies that these are the only duties to be performed by this employee. The Fire Chief will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: City Manager/Deputy City Manager and Chief Human Resources Officer

Revised Date: 2019