

## **JOB DESCRIPTION**

### **Fire Chief**

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FLSA: Exempt  
Reports to: City Administrator

Pay Level: Level 9  
Prepared/Revised: February 2018

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#### **Job Summary:**

The fire chief is a highly visible city department head that is expected to project a professional image of the city and department in all situations. Under the general direction and supervision of the city administrator, the fire chief is in command of the Fayetteville Fire Department and is responsible for the overall daily operations of the department. Directs the activities of the members of the department in conducting emergency services, non-emergency services, and administrative operations. Responsible for strategic planning, budget preparation, and policy development. Serves as a key part of the city's management team.

#### **Supervision Exercised or Received:**

The Fire Chief supervises Assistant Fire Chief and Fire Captains.  
The Fire Chief receives supervision from the City Administrator.

#### **Essential Elements:**

1. Responds to alarms at all hours and may direct activities at the scene of major emergencies and serves as the incident commander in emergency situations as needed.
2. Maintain a proactive employee relations program to include components such as consistent employee recognition and rewards as well as consistent employee discipline.
3. Develop, direct, and monitor an operational strategic plan for incident resolution.
4. Lead the process to develop fire department goals and objectives and both short and long-range strategic plans.
5. Establishes policies and procedures for the fire department in order to implement directives from the city administrator.
6. Develops, submits, and administers the fire department's annual operating and capital budgets.
7. Develops performance measurements to continually monitor performance to determine effectiveness and adherence to procedures and formulates programs or policies to alleviate deficiencies.
8. Organize and direct the work activities of assigned personnel. Determine priorities, assign work and projects, and coordinate schedules.
9. Develop, implement, review and ensure staff compliance with department standard operating guidelines best practices.
10. Handles grievances, maintains departmental discipline and promotes the good conduct and general behavior of assigned personnel.
11. Remains knowledgeable and proficient in the operation of all firefighting devices.
12. Ensures the fire prevention program of the Fire Department is effective.
13. Ensures the training program of the fire department is effective.

14. Operates any fire apparatus and equipment at the station when required.
15. Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances
16. Prepares and submits regular reports to the city manager regarding the departments' activities, and prepares a variety of other reports or schedules as appropriate or assigned, including the annual report of activities.
17. Plans for, and reviews specifications for all department capital purchases.
18. Meets with elected or appointed officials, other fire and EMS officials, community and business representatives, and the public on all aspects of the departments' activities.
19. Actively seeks opportunities to speak before public and professional groups to provide information on department activities and programs, and to promote public understanding and awareness of fire safety and of the services the fire department provides.
20. Develops and recommends improvements for the protection of life and property in the community to the Board of Mayor and Alderman.
21. Be an active participant in professional associations such as the Tennessee Fire Chiefs Association and the International Association of Fire Chiefs.
22. Performs other related work as required.

**Knowledge Skills and Abilities:**

1. Knowledge of modern fire prevention and suppression methods, fire behavior and basic fire chemistry.
2. Knowledge of the Insurance Services Office (ISO) Fire Suppression Rating Schedule.
3. Knowledge of applicable NFPA Standards including but not limited to NFPA 1001 standard for firefighters, NFPA 1021 standard for fire officers, and NFPA 1033 standard for professional qualification for fire investigator.
4. Must be skilled in the use of Microsoft Office products-Word, Excel, and PowerPoint.
5. Knowledge of the use and maintenance of fire fighting apparatus, equipment, supplies and the water supply system.
6. Knowledge of departmental rules and regulations on fire prevention, safety, fire codes, first aid and rescue methods.
7. Knowledge of the geography of Fayetteville to include streets and fire hydrants.
8. Ability to react quickly and calmly in emergency situations while projecting a professional and confident command presence.
9. Ability to establish and maintain effective working relationships with staff, city officials, community organizations, other agencies, other city departments, and the general public.
10. Skill in communicating clearly and effectively both in writing and verbally.
11. Skill in operating and instructing others in the operation of fire fighting apparatus and equipment safely and effectively.
12. Skill in planning, scheduling and supervising the work of others and preparing clear and concise reports.
13. Ability to follow instructions, respond to management direction; and complete tasks on time.

**Minimum Qualifications:**

1. High school graduate or equivalent
2. Minimum 21 years of age
3. Valid Tennessee Driver's License, Minimum Class D
4. Must have a minimum of six (6) years in fire service management experience
5. Fire Fighter I, II certification (Tennessee Fire Commission, Pro Board, or IFSAC)
6. Minimum Emergency Medical Responder-Tennessee License
7. Must successfully pass the post-offer drug screening
8. Must successfully pass the post-offer criminal background investigation
9. Must successfully pass the post-offer medical physical based on National Fire Protection (NFPA)1582 Standard on Comprehensive Occupational Medical Program for Fire Departments

**Preferred Qualifications:**

1. Bachelor's degree in Fire Science or related field preferred

**Tennessee Commission, Pro Board, or IFSAC Accredited Certifications**

Certifications not obtained prior to appointment, must be earned within 48-months of appointment as fire chief.

1. Fire Department Instructor I and II
2. Fire Department Incident Safety Officer
3. Fire Officer I, II, III and IV
4. Fire Inspector
5. Fire Investigator

**Supervisory Controls:**

The employee plans and carries out assignments with defined objectives, priorities and deadlines, and handles problems and deviations in the work in accordance with instructions, policies, previous training or accepted practices.

**Guidelines:**

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents and work directions.

**Complexity:**

The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues in each assignment, and the chosen course of action may have to be selected from many alternatives.

**Scope and Effect:**

The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operations of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

**Personal Contacts:**

The contacts are with individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis, the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact.

**Purpose of Contacts:**

The purpose is to plan, build positive collaborative relationships, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**Physical Demands:**

The work requires extended physical and mental exertion under highly stressful conditions such as responding to various types of fire, emergency medical, hazardous materials, motor vehicle crashes, and other types of emergencies in situations that may be dangerous to life and health. The fire chief shall be able to perform the job of a fire fighter by wearing protective clothing which includes boots, fire pants, fire coat, helmet, hood, gloves, and air mask. May include crawling on hands and knees and repetitive lifting in emergency situations of up to 50 pounds. Must be able to pass an annual fit test as required by OSHA, and to wear and use self-contained breathing apparatus (SCBA).

**Work Environment:**

The work involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions. Work is performed both inside and outside, in all types of weather extremes, and at all times of the day and night. The work involves exposure to physical, thermal, mechanical, collapse, and chemical hazards and may include conditions that cannot be controlled.

**Supervision Exercised:**

Supervises the members of the fire department as well as any other people working at emergency incidents he/she commands. Plans, organizes, coordinates, monitors and evaluates the fire, emergency medical, training, and fire prevention operations of the fire department through subordinate fire officers.