

# Fire Chief

Title	Dept.	FLSA Status	ADA Applicability	FMLA Eligibility	Reports to	OSHA
Fire Chief	Fire	Exempt	Applicable	Ineligible	City Administrator	Human Blood/Body Fluids

## POSITION SUMMARY

Under the supervision of the City Administrator, the Fire Chief is an exempt position under the FLSA which manages the Fire Department's fire prevention and suppression activities, to prevent or minimize the loss of life and property by fire. This employee should possess the ability to remain poised and make critical decisions under extremely difficult and hazardous circumstances. This employee should also possess strong mechanical aptitude, excellent communication, supervisory, organizational, and public relations skills.

## ESSENTIAL FUNCTIONS

- Responds to alarms and may direct or participate in activities at the scene of emergencies, as required;
- Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances;
- Responsible for recruiting, screening, interviewing, and approving candidates for hire or to serve in a volunteer capacity;
- Provides appropriate information to the City Clerk for personnel files;
- Plans for and reviews specifications for new or replaced equipment;
- Controls the expenditure of departmental appropriations;
- Performs monthly inspections on all equipment and maintains appropriate records;
- Prepares and submits monthly reports to the City Council; regularly attend Council meetings;
- Works with Rural Fire District to maintain good working relations between the City and District;
- Reports to Rural Fire Board; meets with area fire chiefs and directors as needed;
- Maintains certification and training for self and volunteers;
- Develop quarterly service reports and performance measures and provide to City Administrator;
- Develop reports, statistics and other information related to the operation of the Fire Department;
- Works with City Administrator and Finance Director to prepare Annual Budget for the Department.

## MARGINAL FUNCTIONS

- Assists other fire districts when needed;
- Assists county ambulance service when needed;
- Performs other duties as deemed necessary or assigned;
- Attend various civic and community group meetings, promote the Fire Department.

## OTHER REQUIREMENTS

- Must possess a valid driver's license and maintain an insurable driving record;
- NIMS Certification is preferred or ability to obtain;
- Drug/alcohol screening is required.

**FIRE CHIEF  
POSITION REQUIREMENTS**

City of Louisburg

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**Experience:** One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

**Education:** A high school diploma or GED is required. A technical degree or some college credit in a related field is preferred. Certification in firefighting and EMS is required.

**Technical Skills:** A thorough knowledge of computers, firefighting techniques, safety procedures, and Fire and Life Safety Code Enforcement is preferred. This employee must be able to operate computers, telephone systems, two-way radios, and firefighting equipment. The ability to prepare reports and memos; to understand and anticipate problems; to understand and develop department policies and procedures; and to interpret written instructions, manuals, reports, county and state fire codes, and department files is required. This employee should possess excellent public relation, supervisory, organizational, and oral and written communication skills.

**Problem Solving:** Independent problem solving is a major factor in this position. This employee encounters problems with Fire Code interpretation and citizen concerns.

**Decision Making:** Independent decision making is a major factor in this position. This employee makes decisions about resolving citizen and community fire safety issues, and prioritizing department activities and goals.

**Supervision:** This employee is subject to supervision from the City Administrator and exercises frequent supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for department equipment and resources and has authority to purchase necessary equipment and supplies per the City's purchasing policy.

**Personal Relations:** This employee has daily contact with the general public, and at times deals with the public in extremely tense and stressful situations. The Fire Chief interacts with co-workers and subordinates in a non-traditional workplace. Daily interaction with supervisors and other department heads is expected.

**Working Conditions:** Adverse working conditions exist within this position. This employee will be exposed to environmental conditions ranging from wet to dry and hot to cold. This employee may also be exposed to structural collapses, blood-borne pathogens, hazardous chemicals, excessive noise, may work from heights or confined spaces, work around heavy machinery, explosives, and adverse weather conditions. This position contains an element of risk to personal safety.

**Physical Requirements:** The Fire Chief must be in such a physical condition that the employee is capable of performing the required duties, such as manual labor, including heavy lifting, pulling, and carrying heavy objects and equipment. The type and amount of personal protective clothing required to perform the duties of the Fire Chief, along with the working conditions listed above, creates a significant increase in physical stress to the well-being of the employee.

**On-Call Duties:** Employee may be required to perform on-call duties during the week and on weekends.

*The specific statements shown in each section of this description are not intended to be inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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This job description was last updated in December 2018.