

**FIRE CHIEF**  
**Wright City Fire Protection District**  
**JOB DESCRIPTION and SELECTION GUIDELINES**

**Job Summary**

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and other hazardous situations to prevent or minimize the loss of life and property.

**Supervision Received**

Works under the general guidance and direction of the Board of Directors; works closely with the board president who acts as a liaison to Board.

**Supervision Exercised**

Directly supervises the officers, firefighters, and support staff with assistance from subordinate officers.

**Essential Duties and Responsibilities**

- Plans, coordinates, supervises and evaluates Fire and other hazard operations.
- Advises on, and establishes policies and procedures for, Fire and other hazard operations.
- Reviews Departmental performance and effectiveness.
- Reviews and recommends the implementation of new and innovative technology.
- Formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation, presentation, and spending of an Annual Budget.
- Controls the expenditure of departmental appropriations.
- Plans for and reviews specifications for new or replacement equipment.
- Responds to alarms, administers initial emergency (care or response and or service) when necessary and directs activities at the scene of emergencies as required.
- Responsible for the inspection of buildings and other properties for fire hazards and enforces local ordinances as well as the State Fire Code.
- Train personnel in all aspects of the job.
- Maintains Departmental discipline, the conduct and general behavior, and respect of assigned personnel.
- Prepares and submits monthly reports to the Board of Directors regarding the Districts activities and prepares a variety of other reports as required.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Evaluates the need for and recommends the purchase of new apparatus, equipment, and supplies.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the District's activities.

- Researches and presents to the Board of Directors possible grant opportunities as they become available to offset costs to the taxpayer(s) and improve departmental operations.

### **Peripheral Duties**

- Attends conferences and meetings to keep abreast of current trends in the field.
- Represents the Wright City Fire Protection District in various local, county, state and other meetings as it may benefit the district.
- Performs the duties of command personnel as needed and fulfills associated obligations.

### **Desired Minimum Qualifications**

#### Education and Experience

- A minimum of a high school diploma or equivalent is required and with a college degree being preferred but not required.
- Ten (10) years of experience in Fire or other hazard operations and five (5) years in a supervisory capacity.
- Must be a Fire Fighter II, Fire Officer II, Fire Investigator, and Fire Instructor I certified. An EMT-B license is preferred but not required.
- Or, any acceptable equivalent combination of Education and Experience.

### **Necessary Knowledge, Skills and Abilities**

- Thorough knowledge of modern fire suppression and prevention and other hazard operations, principles, procedures, techniques and equipment.
- Thorough knowledge of emergency medical techniques.
- Skill in the operation of fire and EMS tools and equipment.
- Ability to train, supervise and lead subordinate personnel.
- Ability to perform work requiring good physical condition.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Ability to exercise sound judgment in evaluating situations and in making decisions without placing himself or others in unnecessary risk.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors, the public and other emergency service entities.

### **Special Requirements**

- Must possess the ability to Recruit, Retain, Lead, and Motivate volunteer and career personnel, recognizing their differences and the management styles required.
- Must attend Departmental meetings and training sessions.

- Expected to be available and/or reachable twenty-four hours per day, 365 days per year, with the exception of scheduled leaves of absence and/or scheduled vacation time.
- Must possess, or be able to obtain by time of hire, a valid State Driver's License
- No felony convictions or disqualifying criminal histories.
- Ability to read and write the English language, proficiently.
- Must have computer skills.
- An ability to meet department physical demands.
- It is preferred that the selected candidate be available for full time duty within thirty (30) days of notification of hire.
- Candidate must physically live within the district boundaries

Tools and Equipment Used:

- Emergency medical equipment, fire apparatus, fire pumps, hoses, ladders and other standard fire fighting equipment, first aid equipment, radio, pager and personal computer.

### **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 individuals with disabilities to perform the essential function.

- While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms.
- The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell.
- The employee must frequently lift and or move up to 20 pounds and occasionally lift and or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **Work Environment**

- Work is performed primarily in office, vehicles and outdoor settings in all weather conditions, including temperature extremes during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration
- The noise level in the work environment is usually quiet in office settings and loud in emergency situations.

## **Selection Guidelines**

- Cover letter and resume, review of education and experience
- Appropriate testing and interviews, oral interviews
- Criminal background, credit, and driving record check
- Physical ability
- Drug screening, final selection and pre-employment medical examination
- Consideration of proximity to the Fire Station, response time and residency are all required integral parts of the selection process.
- Please be aware that appointees will be subject to a twelve-month probationary period.

## **Compensation**

A Proposed salary range of \$50,000.00 - \$60,000.00 dollars, use of an issued district vehicle, health, vision, and dental coverage constitute the full compensation package.