

FLSA STATUS	Exempt	CIVIL SERVICE	Yes
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Fire	DEPARTMENT NUMBER	150
REPORTS TO (TITLE)	Fire Chief	JOB FAMILY	Fire
PAY GRADE	11	DATE OF LAST REVIEW	March 2024

NATURE OF WORK
<p>The fifth level in the Fire series is a management position responsible assisting with planning, organizing, coordinating and managing the staff and operations of the Fire Department including suppression and prevention operations, safety and training, emergency medical services, quality control and fleet management. This position is responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to the City's fire operations and services. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Assists the Fire Chief in planning, organizing, coordinating and managing the staff and operations of the Fire Department including suppression and prevention operations, safety and training, emergency medical services, quality control, and fleet management; participates in the development and implementation of goals, objectives, department budgets, policies, and priorities for the department; recommends within department policy, appropriate service and staffing levels; recommends and administers policies and procedures.
2.	Performs administrative duties in the area of EMS, including medical report audits, responsibility of Continued Quality Improvement activities, and medical equipment, supplies maintenance; performs administrative duties, maintains information on fires, including information relative to the origin, cause, nature and extent of fire; directs the establishment and maintenance of working and official department files.
3.	Supervises, directs and participates in residential, commercial, and public inspections in the municipality to detect fire hazards and code deficiencies; conducts plan reviews as necessary; supervises, directs, and conducts fire investigations.
4.	Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
5.	Directs and coordinates Fire Prevention activities and assumes responsibility of Public Fire Safety Education; City coverage for emergency response, training, and fleet maintenance; receives reports from and provides direction and planning to fleet mechanics to prioritize and schedule fleet repairs.
6.	Actively serves as public relation liaison between the Fire Department and Ottumwa Regional Medical Intensive Care Services (ORMICS), Medical Director, and Ottumwa Regional Health Center.

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7. Responds to alarms; assists Incident Command in making decisions as to methods of controlling emergencies; directs emergency operations as necessary; assumes Incident Command in absence of the Fire Chief.
8. Reviews, edits, finalizes, and maintains regular quality improvement appraisals and performance indicators of department programs; conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate; coordinates with Assistant Chiefs to establish daily priorities; evaluates daily activity locally, regionally, and statewide for impact on local resource distribution and concentration.
9. Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

DIRECTION PROVIDED

Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of other regular employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School diploma or equivalent G.E.D.

AND

Ten (10) years of firefighting experience

AND

Five (5) years of demonstrated leadership in supervisory positions with career development as a chief officer preferred

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING REQUIREMENTS

Firefighter I & II, EMT, Fire Instructor I & II, Fire Officer I, Incident Command (IS-100, IS-200, IS-300, IS-400, IS-700, and IS-800) and Hazardous Materials Technician, Fire Officer I certifications required;

Fire Inspector I and Fire Investigator I certification

- Required within 2 years of appointment

Fire Officer II certification

- Required within 3 years of appointment

Valid driver's license

Candidate's successful completion of the Executive Fire Officer Program offered by the National Fire Academy, and or Chief Fire Officer Designation preferred.

SKILL/ABILITIES REQUIREMENTS

- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions;
- Working knowledge of all fire, EMS, and hazardous materials apparatus and equipment;
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads;
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction;
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects;
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources;
- Knowledge of administrative and office procedures and systems such as work processing, preparing and maintaining files and records;
- Excellent organizational skills and attention to detail;
- Maintains confidentiality;
- Prioritizing and assigning work;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

CLASSIFICATION HISTORY

DATE	COMMENT
August, 2023	Draft prepared by CHM
November 2023	Updated per PDQ by BC
March 2024	Added Certification Assessments by BC

CERTIFICATION ASSESSMENTS

CriteriaCorp Assessments

- Criteria Cognitive Aptitude Test
- Employee Personality Profile
- Criteria Basic Skills Test
- Illustrait
- Emotify

Assessment Center Activities – Panel Interviews, Presentation Exercise and Tactical Exercise

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.