

FLSA STATUS	Exempt	CIVIL SERVICE	Yes
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Fire	DEPARTMENT NUMBER	150
REPORTS TO (TITLE)	City Administrator	JOB FAMILY	Fire
PAY GRADE	13	DATE OF LAST REVIEW	March 2024

NATURE OF WORK
The sixth level in the Fire series is a senior management position and is responsible for the direction, operation, supervision and fiscal management of the Ottumwa Fire Department. The Fire Chief is a visible member of the senior leadership team for the City of Ottumwa. The Fire Chief requires well developed leadership abilities and management skill sets that are based upon consensus building and problem-solving. They must be a highly motivated, self-starting, and confident individual with excellent, genuine, and trustworthy interpersonal skills.

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.	Plans, organizes, directs, supervises and coordinates the operations and activities of the Fire Department, including suppression, fire prevention, and emergency medical, training and related operations and activities in consultation and collaboration with the City Administrator.
2.	Responsible for the oversight of Fire Department personnel through the direction of Deputy Chiefs, Assistant Chiefs, Captains on each crew; recruits, selects, hires, motivates, counsels, disciplines, and terminates department personnel in accordance with established City policies and procedures; works with staff to ensure effective firefighting and emergency medical operations and maintain sufficient levels of preparedness and training.
3.	Prepares annual budgets, meeting agendas, and various reports for the department and maintain related records
4.	Responds to alarms and takes command during fire and emergency situations; Serve as a member of the Local Emergency Planning Committee (LEPC)
5.	Serve as the Director of the Southeast Iowa Response Group (SIRG) and will be required to attend quarterly SIRG and State Haz Mat Task Force meetings; assists scheduling Haz-mat classes to our SIRG counties.
6.	Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues; performs various public relations functions to include contact with the media, public and private organizations, schools and state and national organizations. Give presentations to social and fraternal organizations.
7.	Assists with worker safety audits, facility inspections, and hazard assessments in fire divisions for compliance with safety rules and regulations and to assess safety and related training needs
8.	Evaluates fire prevention and fire control policies by keeping abreast of new methods and conducting studies of departmental operations; attends meetings and serves on committees, boards and agencies related to promoting fire prevention and improving fire suppression.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

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| 9. | Prepares specifications and bids on major pieces of equipment and makes recommendations to Council on capital outlays regarding apparatus, equipment, etc. |
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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

Bachelor's Degree from an accredited university in Fire Science, Public Safety or closely related field.
AND
Fifteen (15) years of firefighting experience.
AND
Seven (7) years of demonstrated leadership in supervisory positions with career development as a chief officer.
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;
- Ability to react quickly and calmly in emergency situations;
- 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;
- Make decisions in emergency situations;
- Excellent organizational skills and attention to detail;
- Knowledge of administrative and office procedures and systems such as work processing, preparing and maintaining files and records;
- Ability to utilize a variety of advisory and descriptive data and information such as maps, invoices, purchase orders, budgets, contracts, requests for proposals, grant applications, annual reports, payroll information, equipment operating manuals, policies, guidelines, billing statements, spreadsheets, job applications, union contracts, accident reports, meeting agendas and minutes, ordinances, legal notices, resolutions, personnel policies, state statutes, state administrative code and non-routine correspondence;
- Ability to define problems, collect and categorize data, establish facts and draw valid conclusions to determine consequences and identify and select alternatives;
- Command large numbers of personnel in emergencies to effectively use personnel and equipment;
- 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).

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.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, 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.

CLASSIFICATION HISTORY

DATE	COMMENT
August, 2023	Draft prepared by CHM
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.