

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Fire Chief Revision Date: 09/2022
EEO Category: Official/Admin
Status: Exempt (Executive)
Control No: 20450

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the strategic direction of the Mayor and City Administrator, performs supervisory and administrative duties providing the City with prevention and mitigation of emergencies and disasters through proper planning, public education and code enforcement. Responds to selected emergencies involving fire, medical, or environmental concerns. Other duties may be required, as assigned by the Mayor.

III. Essential Duties:

- Plan and organize activities of the Fire Department regarding utilization of personnel, facilities and equipment, prevention, public education, training, code enforcement, fire suppression and emergency medical service.
- Supervise the preparation and oversight of the Fire Department's annual budget.
- Oversee equipment specifications and recommends the purchase of major equipment.
- Respond frequently to public inquiries and aid in conflict resolution with citizens and firefighters.
- Respond to emergencies involving fire, medical and environmental concerns at own discretion as indicated by their seriousness.
- Represent the Fire Department on the Dispatch Center Board of Operations and other various boards and committees.
- Identify, evaluate, and manage risk within the Fire Department, including oversight of the risk and safety programs.
- Remain current with all federal, state, city, and local legislation, and court decision pertaining to the Sandy City Fire Department and the fire service.
- Confer with the Mayor, Council and other City Officials about Fire Department facilities, equipment, and personnel for their consideration in long range planning for the city.
- Work closely with surrounding fire departments, fire districts and municipalities in coordinating mutual aid fire protection plans and response. Oversee fire department contracts and agreement with other fire department, fire districts and municipalities.
- Hire, motivate, evaluate, discipline, promote and provide direction to employees.

IV. Marginal Duties:

- Accurately completes departmental reports.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a bachelor's degree in Fire Science or Management (may substitute additional experience, see below).

Experience: Requires ten years firefighting experience with progressively increasing responsibilities including at least four years supervisory experience; may substitute additional experience for education (two years of experience for one year of education); or may substitute additional education for experience on a year-for-year basis, except supervisory experience.

Certificates/Licenses: Valid Utah Driver's License required.

Probationary Period: Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105 (1)(a).

Knowledge of: Training and staff development in firefighting programs; practices of governmental administration to include budget and personnel management, public administration; fire and medical equipment skills including tactics, fire behavior, fire department inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures.

Responsibility for: Must be able to make decisions and use discretion and judgment; moderate responsibility for the care, condition, and use of materials, equipment, and tools; great responsibility for making decisions which affect the activities of others - what to do, when to do it and how; great responsibility for supervision of administrative staff members and other employees.

Communication Skills: Contacts with other departments furnishing and obtaining information; communicate effectively verbally and in writing; frequent contacts with executives on matters requiring explanations and discussions; regular and frequent outside contact with persons of high rank, requiring tact and judgment to deal with and influence people; establishing effective working relationships with employees and citizens; a well-developed sense of strategy and timing; constant contact with the public; ability to deal well with upset and irate people; frequent contact with citizens and other employees during emergency situations.

Tool, Machine, Equipment Operation: General knowledge of the operation of all fire suppression and emergency medical equipment; regular use of telephone, personal computer, copy machine, calculator, printer, and City vehicle.

Analytical Ability: Organize, delegate, and establish meaningful goals; establish and maintain effective working relationships with employees, elected officials, department heads and the public; make decisions during emergency situations.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; frequently has contact with employees and the public; great mental pressure and fatigue are present due to constant overtime, exposure to difficult situations, contact with the public, problem-solving and deadlines; employee will sit or stand for long periods of time; response to emergency situations may require moving heavy equipment as well as climbing/balancing, stooping and kneeling.

Work Environment: Employee will work in a generally comfortable office setting (75% of work performed indoors and 25% of work performed outdoors); the noise level in the work environment is usually minimal; frequent exposure to stressful situations as a result of human behavior and emergency situations; periodic exposure to emergency situations that involve dangerous and disagreeable conditions including smoke, heights, fire, stress, hazardous material, communicable diseases, excessive noise, fumes, heat, cold, water, emergency driving, etc.; work assignments are broad and performed with little or no supervision. Evening meetings and weekend work required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT APPROVED BY: _____ DATE: _____