

JOB DESCRIPTION
CITY OF ALEXANDER CITY, ALABAMA

FIRE DEPARTMENT
FIRE CHIEF

CODE: 300

Annual Salary Range: \$ 53,869-\$ 61,816

JOB DEFINITION

The Chief is responsible for all administrative, financial, supervisory, planning, organizing, and directing activities and programs of the Fire Department and Emergency Medical Services. Work involves responsibility for preparing the annual budget, financial management, and supervising the day-to-day operations and management of the Fire Department; performing capital budget analysis annually to insure maintenance and upkeep of facilities, firehouses, fire trucks, vehicles, fire apparatus, and related equipment. The incumbent performs continuing education and certification needs analysis of subordinates; plans and schedules classes, workshops, and seminars as needed. Incumbent works under the general supervision of the Mayor.

ESSENTIAL FUNCTIONS

- Direct and oversee the activity of the Fire Department and the Emergency Medical Services.
- Plan, implement, and review Departmental short and long range goals.
- Develop general policies for the administration of the Department.
- Evaluate needs and make recommendations for the construction of the stations and the purchase of apparatus equipment.
- Prepare annual budget and control expenditures.
- Establish operational standards for the Department.
- Attend conferences and seminars on Fire and EMS administration to keep abreast of development in the field.
- Respond to alarms and direct activities at the scene or large fire incidents.
- Develop recommendations for protection of life and property in the City.
- Consults with Mayor, Council, and Department heads on problems relating to Fire, EMS, and other related services.
- Direct administration functions including planning, personnel administration, equipment purchases, and allocation of resources.
- Demonstrate continuous effort to improve operations; decrease turn around time; streamline work processes; work cooperatively and jointly to provide quality and good customer service.
- Responsible for all records and report systems within the Department.
- Address civic and other groups on the activities and programs of the Fire Department; serve on various committees as a representative of the Department.
- Perform other job related tasks/duties as assigned by the Mayor.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of the principles, practices, and procedures of modern firefighting, fire prevention, and personnel training and development.
- Extensive knowledge of the principles and practices of fire administration and fire science.
- Extensive knowledge of fire prevention codes, ordinances, and State laws relating to the operation of the Fire Department.
- Extensive knowledge of the principles, practices, procedures, equipment, and apparatus used in modern firefighting and in the protection of life and property from fire.
- Extensive knowledge of the principles, practices, procedures, equipment, and apparatus in the operations of the Emergency Medical Services.
- Ability to assist in planning, implementing, and maintaining Departmental operations and activities, including employee training and development and fire prevention and investigation activities.
- Ability to express ideas clearly, both orally and in writing.
- Ability to establish and maintain effective working relationships with civic and official groups and the public as well as to assist in commanding and holding the respect and discipline of subordinates.

QUALIFICATIONS

Be a graduate of an accredited four-year college or university with major study in both fire science and emergency medical services, or a related field. Meet minimum standards for Municipal Fire Chiefs and Emergency Medical Services supervision as established by Alabama state law. Must be certified as a Firefighter I with the Alabama Fire College and Personnel Standards Commission; and an Emergency Medical Technician-Basic with the Alabama Department of Public Health. Have ten (10) years of experience in the operation of municipal Fire and EMS departments, including considerable progressive supervisory responsibility. Possess a valid Alabama driver's license and a driving record suitable for insurability. Willing to work non-standard hours as required. Willing to travel overnight to attend continuing education courses and workshops. Be physically able to perform the essential functions of the position.

Any current City employee interested, please contact Joyce Abbett at 256-329-6721, no later than 5:00 PM on November 21, 2008.

Applications/Resumes for all others must be received by December 19, 2008 at the following address:

**City of Alexander City
Joyce Abbett
P.O. Box 552
Alexander city, Al. 35011-0552**

Alexander City is an equal opportunity employer.