

**NATURE OF WORK**

This is executive level administrative work providing comprehensive fire and life safety and emergency medical services for the City.

Work involves responsibility for planning, organizing, staffing, directing, and coordinating, all Fire Department services. Responsibilities involve working with the City Manager, City Council, and community members in determining Fire Department service level policies and programs; monitoring public need and reactions to Fire Department services through community groups and interaction with citizens. Provides administrative framework to provide a full trained and proficient workforce and effective equipment to deliver the services identified by the community. The Fire Chief is designated as the appointing authority for selection of all Fire Department staff and is responsible for complying with Civil Service Commission rules. The employee of this class is expected to resolve the administrative and policy problems for the Fire Department and to work with other governmental agencies in providing fire suppression, prevention, and emergency medical services. Work is subject to review for results and conformance with City Council policies by the City Manager. Work is performed based on program changes assigned by the City Manager consistent with the principles of modern fire protection measures and modern emergency medical procedures. Supervision is exercised over all fire personnel through subordinate supervisors

The work is distinguished from the Fire Division Chief and Fire Marshal by the complete authority to manage all programs and services assigned to the Fire Department.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Responsible for planning, organizing and implementing effective fire suppression, fire protection, and emergency medical services for the Salem community. Plans, organizes and implements all Department services and policies. Directs and develops short and long range plans, goals and objectives for the Department. May respond to fires and other emergencies and may take command of incident operations. Testifies in court and other formal procedures related to Department policy, budget and operations as necessary. Ensures readiness of Department personnel and equipment. Analyzes and recommends improvements to existing operating systems of the Department. Develops and maintains systems and records that provide for proper evaluation, control and documentation of Department services.

Exercises full supervision over employees. Provides leadership and directs the selection, supervision and evaluation of department staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Works cooperatively with the Civil Service Commission to comply with City Charter and Commission rules regarding employment and selection practices for personnel. Participates in the collective bargaining process to determine collective bargaining issues and

assess impacts on Department operations. Resolves grievances and other sensitive personnel matters. Conducts staff meetings to consider and determine policy issues and share information. Establishes procedures, work rules and performance standards to assure the efficient operation of the Fire Department in compliance with City standards and federal, state, and local laws. Communicates information to Department personnel to inform them of Council policy and community interests and the impacts on delivering Department services.

Meets with other fire protection agencies and government officials to arrive at solutions to mutual problems. Works closely with the other urban and rural fire protection districts and agencies to provide coordinate regional services related to emergency medical services, and fire suppression. Seeks grants, alternative funding and community support for fire services. Coordinates Department efforts with disaster planners, State Fire Marshal and State Medical Examiner's office, and national professional organizations in delivering services through cooperative arrangements. Represents Fire Department at local, state and national meetings. When directed by the City Manager, represents the City at a variety of meetings on a local, state, or national level.

Formulates for plans and programs pertaining to the growth, use and development of programs to meet the fire suppression, protection, and emergency medical needs of the community. Monitors the efficiency of Department services. Anticipates space and technology requirements. Responsible for the care and maintenance of the building and equipment. Responsible for the annual fiscal budget for the Fire Department. Authorizes purchases and monitors expenditures to ensure proper disbursement of funds according to City policy. Prepares a variety of statistical data and reports as required by City Council, state, or federal agencies.

Responsible for the enforcement of Fire and Life Safety building code enforcement including plans review, building inspection, fire investigation, fire cause determination, hazardous materials locations, and public education efforts. Responsible for the training skill maintenance utilizing modern technology and fire suppression/education techniques to ensure efficient, responsive fire suppression, emergency medical services.

Performs other related work as required.

### **WORK QUALIFICATIONS**

Thorough experience of a progressively responsible nature in professional urban fire protection, suppression, and emergency medical services including some experience supervising others; and graduation from a four year college or university in fire science or related field supplemented by a Masters degree in Fire Science or successful completion in the National Fire Academy's Executive Fire Officer course; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Thorough knowledge of the practices, principles, standards, and philosophy of fire science and

emergency medical service administration.

Thorough knowledge of long range planning for fire services.

Thorough knowledge of the interests of the Salem community or ability to acquire such knowledge within a short training period.

Considerable knowledge of modern technology related to the delivery of fire protection and suppression, and emergency medical response services.

Considerable knowledge of current and proposed legislation and laws of the local, state, and federal governments that affect Fire Department services.

Thorough ability to analyze situations quickly and objectively, to recognize actual and potential danger, and determine the proper course of action and execute it.

Thorough ability to communicate effectively, both orally and in writing.

Thorough ability to establish and maintain effective working relationships with employees and the public.

Considerable ability to anticipate and resolve issues which may be of a politically sensitive nature and involve others in modern problem solving processes.

Considerable ability to plan, organize, train, supervise, and direct the activities of a variety of technical and professional fire personnel.

Physical ability to pass minimum medical and physical fitness standards on a yearly basis and perform essential functions of the job including incident command during emergencies.

Possession of a valid Oregon driver's license or Class C license and the ability to meet the City's driving standards.

This work is normally performed in an office setting. Work is subject to constant interruptions and quick changes in priorities or issues needing attention. Work involves attending meetings at a variety of locations including early mornings, evenings and weekends as necessary. Formal presentations are frequently made by this classification. May be exposed to hazardous fire conditions and hazardous materials. May be required to meet physical fitness standards, medical examinations, and other fitness for duties evaluations on a yearly basis. Subject to 24 hour call back for emergency conditions.

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Personnel Director

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