

INTERIM FIRE/EMS CHIEF  
POSITION DESCRIPTION

Department:	Fire/EMS Department	Location:	Fire Hall
Date:	November 202	Overtime:	Exempt
Salary Range:	DH4	Job Group:	MGMT

**GENERAL PURPOSE**

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, budgeting, and coordinating the activities of the City of Dallas Fire Department and Emergency Medical Service to protect life and property by ensuring readiness for action in the areas of fire suppression, fire prevention, rescue, investigation, and emergency medical services. Continuously evaluates operations and trends to assure efficiency and adequacy of services. Ensures the Fire Department and EMS personnel are professional, trained, and disciplined.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the City Manager.

**SUPERVISION EXERCISED**

Supervises the Fire and Ambulance Department employees, volunteers, and directs the technical and operational functions of the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, organizes, directs and coordinates the activities of City of Dallas Fire/EMS Department personnel to protect and preserve life and property from fire and provide emergency medical service. This includes all administrative, technical, and operational activities of the department.

Provides a strong sense of direction for the department. Imprints values on members of the organization. Aligns individual efforts and abilities toward organizational goals. Develops and maintains personnel as an effective team.

Supervises and coordinates the preparation and presentation of an annual budget for the Fire and EMS Departments; directs the implementation of the Departments' budgets; plans for and reviews specifications for new or replacement equipment.

Forecasts, plans and implements agency activities. Formulates department strategic plans, policies and procedures, and operating rules, regulations and techniques that ensure optimal fire and emergency medical service. Maintains internal review control.

Establishes and communicates objectives and priorities with all levels within the agency.

Delegates responsibilities appropriately.

Determines the nature of equipment and supplies which will meet the Fire/EMS Department requirements.

Ensures that all Fire/EMS Department personnel receive the specialized training required to keep abreast of changes in regulations and trends in fire and emergency medical services administration and

operations.

Supervises fire investigations, determines the cause and origin of fires, and participates with local law enforcement and insurers where arson is suspected; determines the appropriate strategies and actions to be taken; designs and executes programs to meet department goals.

Works closely with Human Resources for all recruiting, selection, promotion, assignment, transfer, discipline and discharge activities within the department. Handles grievances, maintains departmental discipline, and resolves employee relations problems.

Appraises the performance of the Fire/EMS Department employees and other direct reports and, in turn, evaluates the quality of reviews conducted of all other departmental personnel.

Establishes, negotiates, and maintains mutual aid agreements and service contracts with other jurisdictions for fire prevention, suppression and ambulance services.

Establishes and maintains positive working relationships and cooperation with other city departments and other city, county, state, and federal fire organizations.

Communicates department goals and activities to the community. Attends meetings of City Council, staff, community groups, fire district officials and others to represent the department and communicate department goals and activities, develop policies, formulate agreements and evaluate service levels.

Maintains current knowledge in latest firefighting, investigative and emergency medical treatment service procedures and techniques by obtaining information, attending conferences and meetings, and collaborating with other fire service agencies or related organizations.

Performs other related duties as required to achieve position objective.

## **MINIMUM QUALIFICATIONS**

Education and Experience:

- A. Graduation from a college or university with a Bachelor degree in Fire Science, Fire Administration or closely related field, and
- B. Ten (10) years of experience in fire or emergency medical service work, four (4) years of which must have been equivalent to a Captain or higher officer, and
- C. Nationally recognized or accredited certification as a Fire Officer II. Fire Officer IV, Executive Fire Officer or Chief Fire Officer desired.
- D. Oregon State Emergency Medical Technician preferred but not required
- E. An equivalent combination of education and experience may be substituted for a) and b) at the sole discretion of the city.

Necessary Knowledge, Skills and Abilities:

- A. Extensive knowledge of all applicable federal, state, and local laws and ordinances related to firefighting, mitigation, rescue, investigation and emergency medical services, as well as employment and labor law.
- B. Extensive knowledge in principles, practices, and techniques concerning all activities of Fire/EMS Department administration, organization, and operation.

- C. Ability to plan, coordinate, integrate, and supervise the functions of the entire department and put into effect sound policies and practices.
- D. Ability to communicate effectively both orally and in writing, using both technical and non-technical language, exercise effective interpersonal and listening skills, defuse confrontation, and reach cooperative solutions in situations where cooperation may be difficult to achieve.
- E. Ability to provide effective leadership, motivation, and supervision to subordinates.
- F. Ability to make timely and appropriate decisions in response to citizen or community issues to establish and maintain positive public relations between the department and all interested parties.
- G. Ability to establish and maintain cooperative working relationships with others including the Assistant City Manager, City Council, contiguous fire agencies, representatives of a variety of state, federal, and municipal agencies, and the general public.
- H. Ability to prepare, analyze, and present comprehensive reports containing findings and recommendations.
- I. Ability to understand the City's political environment, sensitivities, and function effectively within that environment.
- J. Ability to use logical and creative thought processes to develop solutions.

Special Requirements:

- A. Must possess, or be able to obtain within 30 days of hire, a valid Oregon Driver License without record of suspension or revocation in any state;
- B. Must have no felony convictions or disqualifying criminal history;
- C. Must have the ability to read and write the English language;
- D. Must have the ability to meet the department's physical fitness standards;

**TOOLS AND EQUIPMENT USED**

Radio, pager, personal computer with standard and customized software, telephone, emergency medical equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, rescue tools and equipment, rope, harnesses, ladders, self-contained positive pressure breathing apparatus, and a wide variety of power tools and equipment.

**ESSENTIAL PHYSICAL ABILITIES**

Sufficient clarity of speech and hearing or other communications capabilities, with or without reasonable accommodation, which enables the employee to communicate effectively;

Sufficient vision or other powers of observation, with or without reasonable accommodation, which enables the employee to review a wide variety of materials in electronic or hard copy form;

Sufficient manual dexterity, with or without reasonable accommodation, which enables the employee to operate a personal computer, telephone, or other related equipment;

Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enables the employee to efficiently perform all duties involved in protecting lives and property;

Sufficient ability to lift heavy supplies and equipment.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview, reference check, criminal history background check, ability to receive necessary security clearances, pre-employment physical, psychological, and drug screening; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.