

City of Macon, Missouri – Job Description

Fire Chief

Department: Fire Department
FLSA Status: Exempt
Classification: Salary
Date: 10/15/2019

Reports To: City Administrator
Employee Position: Full-time/Regular
Salary Range: \$48,000 - \$55,000
Approved By: City Administrator

Summary

Supervises and coordinates activities of firefighting personnel for the City of Macon to ensure loss of life, property, and injury as a result of fire is prevented and/or minimized. Plans and coordinates activities during any disaster within the City of Macon. Inspects equipment and premises to ensure adherence to fire regulations.

Essential Duties and Responsibilities

Develop department budget and manage department expenditures

- Order department materials and supplies within budget limitations
- Prepare bid specifications for material, equipment, and contract work in accordance with applicable laws and code
- Track expenditures on a monthly and yearly basis, staying within the budgeted limitations
- Prepare and distribute the appropriate information needed for the annual budget, to include quotes and estimates, work with the City Clerk and City Administrator to determine final budget amounts to present to City Council for approval

Supervise Department Personnel

- Schedule and lead Fire Department meetings with the Mayor and City Administrator on a monthly basis
- Track and post all department scheduling, vacation time, compensation time, sick leave, etc. while complying with Employee Policy Manual regulations and applicable laws
- Complete Fire Department employee performance evaluations on a regular basis, no less than annually
- Carry out supervisory responsibilities in accordance with the city's policies and applicable laws
- Reward and discipline employees as necessary
- Responsible for working with City Administrator to interview and hire department personnel
- Forward all personnel file documentation to City Hall for placement in permanent employee personnel file
- Manage professional development and training for department employees

Oversee/perform department functions

- Serve as shift leader, directing the activities of employees on shift
- Delegate shift leader responsibility and authority to Captain(s) as needed
- Prepare and maintain departmental administrative records (off-duty calls, payroll, vacation time, sick time, departmental expenditures, etc.)
- Direct the activities of fire personnel at fire scene

- Investigate the cause of fire once it has been extinguished
- Monitor daily weather conditions; sounds outdoor warnings when necessary
- Conduct fire inspections of local businesses when needed to ensure they comply with fire codes
- Supervise fire hydrant maintenance program
- Present fire prevention programs to local schools
- Serve as a firefighter as needed (setting fire hoses, pulling hoses, etc.)
- Confer with other department supervisors
- Coordinate Employee Safety Program for Department
- Serve as the Emergency Management Coordinator for the City of Macon

Serve as any departmental personnel as needed

Perform other duties as directed

Education/Experience

- Bachelor's degree in public safety from four-year college or university and
- Five (5) years of experience as a line officer (e.g. captain, assistant chief, etc.) in a fire department or
- Any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position

Licenses / Certifications / Requirements

- Proof of citizenship and/or eligibility to legally work in the United States of America
- Must submit to and pass a pre-employment drug test and background check
- Must comply with Employee Policy Manual residency requirements within sixty (60) days from date of hire
- Valid Missouri Class B Driver License (General Knowledge and Air Brakes) within six (6) months from date of hire
- Firefighter II certification
- Hazmat Operations
- Emergency Medical Responder or equivalent training
- Fire Officer I or equivalent training
- Driver/Operator: Core, Pumper, and Aerial (when and if available)

Knowledge of

- International Building Code 2012
- Municipal fire codes and ordinances to include 2012 International Fire Code
- Fire suppression practices, techniques, and equipment
- Procedures used in chemical/hazardous material fires, including chemical reactions and the interactions of various chemicals
- Fire inspection procedures
- Fire investigation procedures and evidence gathering techniques
- Building construction
- Emergency medical responder skills, techniques, first aid, CPR
- City water system

- Departmental rules, regulations, and guidelines to include City of Macon Employee Personnel Manual
- Incident command system

Skills and Abilities

- Driving and operating motor vehicles and all Fire Department vehicles
- Computer operations and applications, including word processing and spreadsheets (Microsoft Office)
- Reading and interpreting blueprints and schematics
- Using hand tools, power tools, specialized fire suppression tools and equipment
- Communicate (orally and in written form) routine information, technical information, ideas to coworkers, supervisors, citizens, and other personnel
- Fire scene direction, control, and command
- Providing training and instruction to individuals of all age groups
- Supervising and directing the work of others
- Read and comprehend basic work instructions written in standard business English
- Read and interpret blueprints, building and fire codes, international fire training manuals and other technical material
- Calculate figures and amounts, such as cost estimates, budget figures, water flows, proportions, percentages, area, and volume; apply concepts of basic algebra
- Gather relevant information to solve practical problems and deal with a variety of concrete variables in situations, where only limited standardization exists (problem-solving ability)
- Organize and plan daily work activities; the activities of others in emergency situations, and short and long-term projects
- Remain calm and focused during emergencies
- Be thorough and accurate in performing inspections (attention to detail)
- Judge depth and distance (depth perception)
- See things clearly that are within arm's reach (near visual acuity), beyond arm's reach (far visual acuity), and see colors (color vision)
- Hear
- Gather information through the sense of touch
- Gather information through the sense of smell
- Coordinate hand and foot movements with what is seen (eye-hand-foot coordination)
- Manipulate objects using the fingers and hands (finger dexterity and manual dexterity)
- Lift and carry objects weighing up to 100 pounds
- Push, pull or move objects weighing up to 100 pounds
- Drag, pull, or carry a person to safety
- Stoop, bend, twist or kneel to perform work activities
- Walk, climb, and maintain balance

Work Environment

The characteristics listed here describe the work environment the employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee:

- Works in an office/fire station and outdoors subject to all weather conditions
- Works occasionally in emergency and stressful situations
- Is exposed to wet conditions
- Is exposed to air contamination of dust, smoke, fumes, exhaust and toxic or hazardous materials
- Is exposed to extreme temperatures and heat
- Occasionally works in an unclean and dirty environment
- Is occasionally required to work in awkward or confining areas
- Is exposed to a moderately noisy to loud environment

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed are representative of the knowledge, skills, and/or abilities required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below confirms that I have read and comprehend the requirements of holding a position as Fire Chief for the City of Macon with the understanding that other duties may be assigned and, if hired, I agree to carry out the duties and responsibilities of the position.

Signature of Applicant

James "Talt" Holman, Mayor

Date

Avis Marshall, City Administrator

The City of Macon, Missouri, is an Equal Opportunity Employer and promotes a drug free environment.