

1 FIRE CHIEF DESCRIPTION

ORDINANCE # 04-07-14 (4)

FIRE CHIEF DESCRIPTION and SELECTION GUIDELINES

WHEREAS, pursuant to Code of Alabama §11-43-5 the city council makes the following job description, duties, disciplinary procedures and appointment provisions with regards to the Fire Chief of the City of Rainsville, in order to protect and promote fire safety, security and a sense of security for the citizens of the City of Rainsville.

THEREFORE BE IT ORDAINED BY THE RAINSVILLE, ALABAMA CITY COUNCIL, THE FOLLOWING:

SECTION 1: Definition: Plans, organizes, directs and administers all operations of the fire department including fire administration (public relations, management of budget, supplies, equipment and compliance/enforcement of regulations, policies and procedures), fire suppression, fire investigation, fire prevention, rescue, non transport emergency medical services and other rescue services. This position is also responsible for performing related duties as required.

SECTION 2: Supervision Received: Works under the general guidance and direction of the Councilmembers. Works closely with the Council that is appointed to handle the reports for the Fire Department.

Supervision Exercised: Directly supervises the officers, firefighters, and EMTs with assistance from subordinate officers.

SECTION 3: Essential Duties and Responsibilities:

Develops and coordinates plans for efficient and effective fire suppression, fire prevention and other emergency services within the City of Rainsville and makes recommendations to the City Council liaison for the Fire Department relative to the long term needs for maintaining and improving the fire department operations.

- Develops and enforces department policies and procedures necessary for orderly operations and maintaining compliance with local, state and federal regulations.
- Serves as Shift Commander, overseeing a shift of on duty personnel and functions as a part of the departments daily minimum staffing, serving as a Firefighter/EMT.
- Supervises the maintenance, repair, and replacement of all equipment and works with staff to ensure that all property is maintained and in good working order.
- Prepares monthly and yearly activity reports.
- Maintains professional affiliations and attends training as necessary.
- Plans, coordinates, supervise and evaluates Fire and EMS operations.
- Advises on and establishes policies and procedures for Fire and EMS.

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- Plans and implements Fire and EMS programs for the Town in order to better carry out policies and goals including those set forth in the various Towns Codes, Ordinances, and the State Fire Code.
- Reviews Departmental performance and effectiveness.
- Reviews and recommends the implementation of new and innovative technology. Formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation, presentation, and spending of an Annual Budget for the Fire and EMS Department.
- Plans for and reviews specifications for new or replacement equipment.
- Responds to alarms, administers initial emergency (care or response and or service) when necessary and directs activities at the scene of emergencies as required.
- Responsible for the inspection of buildings and other properties for fire hazards and enforces local fire prevention ordinances as well as the State Fire Code.
- Controls the expenditure of departmental appropriations.
- Train personnel in all aspects of the job.
- Maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits monthly reports to the Board of Councilmembers regarding the Departments activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Plans Departmental operations with respect to equipment, apparatus, and personnel and further supervises the implementation of such plans in accordance with established policies.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Evaluates the need for and recommends the purchase of new equipment and supplies. •
 - Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
- Works with the Planning Board, Zoning Board of Adjustment and Building Officials on local projects and development proposals before the Town.
- Researches and presents to the Board of Councilmembers possible grant opportunities as they become available to offset costs to the taxpayer(s) and improve departmental operations.
- Completes other tasks associated with this job and the job performance required by the Code of Alabama and Rainsville City Government.

Peripheral Duties:

- Attends conferences and meetings to keep abreast of current trends in the field.
- Represents the Rainsville Fire Department & EMS Department in a variety of local, county, state and other meetings.
- Performs the duties of command personnel as needed and fulfills associated obligations.

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SECTION 4: Desired Minimum Qualifications Education and Experience:

- High school diploma or equivalent;
- Minimum of 6 years of experience in municipal firefighting work of a progressively responsible nature, serving at least 2 years as in a supervisory position;
- Valid Alabama Driver's License; good driving record.
- National Registry credentials at the level of a EMT – Basic or above; Must have completed the following NIMS/ICS Courses:

ICS -100

ICS-300

ICS-400

IS-700

IS-800

Certification from the Alabama Fire College Personnel Standards Commission, as listed: Firefighter I/II

Apparatus Operator: Pumper

Apparatus Operator: Aerial

Hazardous Materials Technician

Fire Officer II

Fire Instructor II

Live Fire Instructor

Fire Investigator

Fire Inspector I

Physical Requirements:

The primary duties of this position are performed in a work environment in which the employee is subject to potential personal danger. Therefore, the following physical abilities are deemed essential:

Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodations, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;

Sufficient vision and other powers of observation, with or without reasonable accommodations, which permits the employee to effectively operate at a fire related emergency scene;

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Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting;

SECTION 5: Necessary Knowledge, Skills and Abilities: Thorough knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and equipment. Thorough knowledge of emergency medicine techniques and their application as demonstrated through EMT Certification. Considerable knowledge of applicable laws, ordinances, standards, and regulations. Skill in the operation of fire and EMS tools and equipment. Ability to train, supervise and lead subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively, both orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions.

Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public. Knowledge of all aspects of emergency management and hazard mitigation methods. Ability to meet the following special requirements:

Special Requirements: Must possess the ability to lead and motivate on-call personnel and career personnel, recognizing their difference and the management styles required. Must attend Departmental meetings and training sessions. Expected to be available and/or reachable twentyfour hours per day, 365 days per year, with the exception of scheduled leaves of absence and/or scheduled vacation time. No felony convictions or disqualifying criminal histories. Ability to read and write the English language, proficiently. Must have computer skills. An ability to meet department physical demands. It is preferred that the selected candidate be available for full time duty within thirty (30) days of notification of hire.

Tools and Equipment Used: Emergency medical equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment. Ladders, first aid equipment, radio, pager and personal computer.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to handle or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell. The

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employee must frequently lift and or move up to 20 pounds and occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment: Work is performed primarily in office, 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 in emergency situations.

SECTION 6: Selection Guidelines: Cover letter and resume, review of education and experience, appropriate testing and interviews, oral interviews, background check, physical ability, drug screening, final selection and pre-employment medical examination and consideration of proximity to the Fire Station, response time or residency are all required integral parts of the selection process. Please be aware that appointees will be subject to a twelve-month probationary period.

SECTION 7: Requirements for Appointment:

The Fire Chief shall be considered, appointed and voted on by the Rainsville City Council and Mayor and the majority of votes will determine the appointment of the same. The terms of service shall be for the amount of time determined by the Council and Mayor including and following a majority vote.

SECTION 8: Discipline and/or Termination:

The Fire Chief will be considered an emergency personnel position and will be subject to all rules and regulations set by the Code of Alabama as to the method for discipline and due process. Any disciplinary action taken regarding this position will be determined by a majority vote of the appointing authority which will be to include the Mayor and Council. Any and all rules of the "Employee Handbook" which do not conflict with emergency personnel rules and regulations shall be applied to the "Code of Conduct" the Fire Chief of Rainsville is to follow.

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*** If anything in the job description conflicts with State Law or the Department of Labor Rules then that part shall become invalid and the rest shall remain intact.

SECTION 9: THIS ORDINANCE SHALL GO INTO EFFECT UPON THE PASSAGE AND PUBLICATION AS REQUIRED BY APPLICABLE LAW.

NICK JONES, Mayor

Attest:

JUDY LEWIS, City Clerk

CLERK'S CERTIFICATE

I hereby certify that Ordinance No. 04-07-14 was published on the 27th day of April, 2014, by publication of the same. (4)

- in the *Mountain Valley News*, a newspaper of general circulation in the City of Rainsville.
 by posting at Rainsville City Hall, the Rainsville Public Library, the Rainsville Post Office, and Rainsville Fire Hall (on the _____ day of _____, 2014).

Judy Lewis
JUDY LEWIS, City Clerk