



UINTAH CITY FIRE DEPARTMENT POSITION DESCRIPTION

Job title	<i>Volunteer Fire Chief</i>
Reports to	<i>Mayor, City Council</i>

GENERAL PURPOSE

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

SUPERVISION RECEIVED

Works under the General Supervision of direction of the Uintah City Mayor and Uintah City Council.

SUPERVISION EXERCISED

Supervises the Volunteer Assistant Chief directly, and other department staff through subordinate volunteer officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, supervises and evaluates Fire and EMS operations.
- Establishes policies and procedures for Fire and EMS operations in order to implement directives from the Uintah Mayor and City Council.
- Plans and implements Fire and EMS programs for the City in order to better carry out the policies and goals including those set forth in City Plans and Policies; reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates preparation and presentation of an annual budget for Fire and EMS operations; directs the implementation of the Departments' budgets; plans for and reviews specifications for new or replaced equipment.
- Responds to alarms and may direct activities at the scene of major emergencies.
- Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- Directs the operation of departmental in-service training activities.
- Controls the expenditure of departmental appropriations.
- Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

- Prepares and submits monthly reports to the Mayor and City Council regarding the Departments' activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- 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.

PERIPHERAL DUTIES

- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the Departments' activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire Department in a variety of local, county, state and other meetings.
- Performs the duties of command personnel as needed and fulfills obligations during duty periods.
- Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- A. Graduation from High School or GED equivalent. Specialized training in fire department administration desired but not required.
- B. Four (4) years prior work experience of a progressively responsible nature in firefighting and prevention and emergency medical services, including supervisory duties which must have been equivalent to Fire Lieutenant or Higher.

Necessary Knowledge, Skills and Abilities

- A. Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application; considerable knowledge of applicable laws, ordinances, and department standard operating guidelines;
- B. Skill in the operation of department tools, equipment and apparatus.
- C. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively 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; and ability to meet the special requirements listed below

SPECIAL REQUIREMENTS

- A. Must be eighteen (18) years of age or older at time of appointment;
- B. Must possess, or be able to obtain by time of hire, a valid Utah Driver's License without record of suspension or revocation in any state;
- C. No felony convictions or disqualifying criminal histories within the past seven (7) years;
- D. Ability to read, write, and speak the English Language; and
- E. Ability to meet Uintah Fire Department physical standards.
- F. Must reside within 6 minutes of UFD Station 91.

TOOLS AND EQUIPMENT USED

Emergency medical aid equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, pager, personal computer, telephone.

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 functions.

While performing the duties of the job, the employee is frequently required to sit; talk or hear; stand; walk; use hand to finger, 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 employee must frequently lift and/or move up to 10 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

The work environment characteristics 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 functions.

Work is performed in office, vehicle, indoor 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 the office setting, and loud at an emergency scene.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility test; drug screening; final selection.

NOTE: Appointees will be subject to completion of a standard probationary period.

GENERAL INFORMATION

The examples of duties are intended only as illustrations of the various types of work 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.

The job description does not constitute an employment agreement between the Uintah Fire Department and the volunteer, and is subject to change by the Uintah Fire Department as the needs of the Department and requirements of the job change.

Approved by:	 <hr/> William Pope, Fire Chief Uintah City Fire Department
Date approved:	<i>January 20, 2014</i>
Reviewed:	<i>January 20, 2014</i>