ASHEVILLE, NORTH CAROLINA

Classification Specification

Fire Chief
Job Code: 2000
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan, direct, and oversee Fire Department operations and staff.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages, directs, and evaluates assigned staff: per chain of command, manages the activities of personnel through subordinate supervisors; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; approves and/or recommends disciplinary actions, promotions, recruitment and selection; acts as a liaison between employees and City administrators and City Council; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to Fire Chief; and updates and maintains department standard

operating procedure manuals.

Develops and implements long- and short-term plans, goals, and objectives for the department: evaluates performance and effectiveness of current department services, programs, and systems in relation to growing needs of the City; and identifies, recommends, and implements needed changes, modifications and/or enhancements.

Develops, updates, and implements policies and procedures for the department: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; communicates changes in policies and procedures to department staff; monitors implementation of rules and regulations; and updates policies and procedures as required.

Develops, defends, and implements department budget: determines budget allocations for staffing, equipment, and capital improvement needs; prepares and submits department budget to City Council for approval; reviews and approves divisional budget requests, purchase orders, and related items; monitors expenditures to ensure compliance with approved budget; and maintains budget and financial records and documentation.

Provides progress reports to City Manager, City Council, and other elected officials to keep them informed on key issues and progress toward objectives: exchanges information, reviews activities, resolves issues, and receives direction; and makes recommendations to assist City Manager and City Council in decision making.

Performs a variety of public relations duties: attends and participates in various committees, hearings, official functions, City Council meetings and other community meetings; issues press releases and gives media interviews; makes presentations and public speeches to Council, civic groups, and schools; and responds to complex questions, complaints, and requests for information from citizens, business community, elected officials, officers, employees, outside agencies, and various other individuals.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individual; and initiates any actions necessary to correct deviations or violations.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies, and procedures; maintains an awareness of new equipment, procedures, trends, and advances in the profession; participates in and conducts physical fitness training, training drills and other continuing education activities; and attends meetings, workshops, and seminars as appropriate.

Communicates with City officials, supervisor, subordinates, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, operational and performance outcome reports, staff and progress reports, strategic plans, budget and financial records and documents, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Fire Science, Emergency Services, Public Administration, or a related field required; supplemented by ten years of progressively responsible experience in firefighting and fire service management, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following additional certifications or licensures: Firefighter II, Technical Rescuer, Fire Inspector III, Hazardous-Materials Technician, Fire Instructor II, Fire Officer III, Fire & Life Safety Educator II, Emergency Medical Technician - Basic, Incident Command System certifications, and crisis intervention and/or peer support certification. May be required to obtain and maintain additional certifications and licensures, as deemed necessary.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction. Requires the ability to provide formal instruction through explanation, demonstration, and/or examination in a structured setting. [used for college professors or related occupations]"

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships; involves responsibility for consideration and analysis of complex organizational problems of major conceptual functions.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may

involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.