

City of Mahtomedi  
Job Description

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POSITION: Fire Chief  
DEPARTMENT: Fire/Ambulance  
REPORTS TO: City Administrator

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## **SUMMARY**

Performs complex advanced protective services work directing and managing Fire Department operations including fire prevention, suppression, inspection, investigation, special services, emergency medical services, ambulance services, facilitating education and continuing training, supervising department personnel, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator. Departmental supervision is exercised over all personnel within the department.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **ESSENTIAL FUNCTIONS OF THE JOB**

1. Serves as the City's Emergency Management Director.
2. Develops, manages and administers department policies, goals, objectives, procedures and regulations in partnership with the City Administrator and City Council, and their related municipal objectives.
3. Oversees the timely and appropriate response to fire suppression; hazardous material situations; fire, medical and emergency rescue calls; evaluates all department activities against established standards; takes command of emergency situations as appropriate.
4. Ensures readiness of firefighters/EMT's and equipment by developing and implementing fire and EMS training programs, and establishing minimum training standards and safety practices.

5. Maintains mutual aid agreements with local, county, and state agencies.
6. Serves as a member of the City's senior management team to ensure overall effective integration of department activities with other City functions.
7. Prepares and administers annual department budget; tracks, approves and monitors expenses; maintains required certification of department equipment; prepares department reports; maintains required emergency medical service records.
8. Communicates with stakeholders as needed concerning firefighting and ambulance service issues and problems.
9. Reviews and analyzes information, updates, and best practices on fire and emergency medical service operations, fire related laws and regulations.
10. Enforces the Minnesota Uniform Fire Code.
11. Oversees fire prevention and fire inspection efforts.

## **SUPERVISORY RESPONSIBILITIES**

Supervises fulltime firefighter and paramedic employees using a combination fire service model either directly or through subordinate supervisors. Responsible for the overall direction, coordination, and evaluation of this department. Carries out supervisory responsibilities in accordance with the policies, procedures and applicable laws of the City. Responsibilities include interviewing; training employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees; suspending employees; transferring employees; adjusting grievances; addressing complaints and resolving problems; and the ability to effectively recommend hiring, promotion, demotion and discharge of employees.

## **EDUCATION AND/OR EXPERIENCE**

1. At least five years' experience as a supervisor managing public safety personnel.
2. An Associate's degree focused on coursework in fire science, emergency management, paramedicine, or related field. or equivalent combination of education and experience. Bachelor's Degree and experience supervising advanced life support ambulance services preferred.
3. Certified as an Emergency Manager meeting required coursework defined by the Department of Homeland Security and Emergency Management, or, the ability to obtain within 2 years of appointment.

4. Extensive experience managing an Advanced Life Support (ALS) agency in combination with a fire department is preferred.

## **SPECIAL REQUIREMENTS**

Certified EMT-P

Minnesota Firefighter I, II Hazardous Materials certified – operational level preferred or ability to obtain within 1 year from appointment.

Valid Minnesota Driver's License or ability to obtain within 30 days from appointment.

## **KNOWLEDGE,SKILLS, AND ABILITIES**

Comprehensive knowledge of the principles and practices of fire prevention, inspection, investigation, suppression and emergency services; comprehensive knowledge of departmental rules and regulations; comprehensive knowledge of the operation and maintenance of apparatus and equipment; comprehensive knowledge of supervisory principles and practices; thorough knowledge of applicable federal, state, and municipal regulations affecting department operations regarding fire suppression, prevention and EMS provider regulations; thorough knowledge of National Incident Management Systems (NIMS); general knowledge of building construction; ability to program and implement; ability to exercise sound judgment and react calmly and decisively in emergencies; ability to effectively supervise personnel in fire and emergency situations; ability to prepare, review and interpret documents, instructions reports and correspondence presented in various formats; ability to prepare and administer an annual budget; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rate, ratio, and percent; ability to effectively communicate both orally and in writing; ability to establish and maintain effective working relationships with city officials, associates and the general public.

## **PHYSICAL REQUIREMENTS**

This work requires the frequent exertion of up to 100 pounds of force; work frequently sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, reaching with hands and arms, tasting or smelling, lifting and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts within arms-length,

operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles and exposure to blood-borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).