



City of Kingman
 310 N. Fourth Street, Kingman, AZ

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| Classification: | Fire Chief | | | |
| Department: | Fire | | | |
| Accountable To: | City Manager | | | |
| Created/Revised Date: | July 2014 | Band: | D | EEO4 |
| FLSA Status: | Exempt | Salary Grade: | 227 | 1 |

General Description of Position:

The primary function of this class is to plan, direct and manage the City's Fire Department and Emergency Communications Center. This position provides effective, professional leadership, positioning the Fire Department and 911 Emergency Communications to meet the community's current and future needs through appropriate technologies and services. Serves as the Emergency Management Director to assist with the City's overall emergency management and preparedness.

Distinguishing Characteristics:

This is department director level position.

Supervision Received:

Works independently with considerable latitude for discretion and judgment under the broad guidance and general supervision of the City Manager. Work is reviewed through conferences and reports relating to goals, objectives, and accomplishments to the city manager on service delivery and planning.

Supervision Exercised:

Exercises supervision over all Department staff, either directly or through division supervisors. Supervision is primarily exercised through the Assistant Fire Chiefs and Communications Administrator responsible for that division of the fire department. Direct supervision is exercised with department members as necessary.

Essential Duties and Responsibilities: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

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| 1 | Plans, organizes, directs, manages and evaluates the short and long range goals and objectives of all fire department programs and service delivery to include all areas of fire service (administrative, operational, public education, public relations, fire prevention, hydrant maintenance and 911 operations). Implements and manages new approaches to simplify, enhance and facilitate delivery of department services. |
| 2 | Advises the City Manager, Mayor, City Council, and the community on matters of 911 communications, fire prevention, suppression, fire and life safety education, emergency medical services, hazardous materials mitigation, disaster risk reduction and response and technical rescue. |
| 3 | Serves as member of the management team by making recommendations and providing technical expertise, providing input on city wide issues, representing city policy to public, and conducting needs assessment and strategic planning. |
| 4 | Serves on committees, conducts and attends meetings, makes public presentations, and attends events either in the department or by representing the department to the public, community groups, professional organizations, news media, outside agencies, other departments. |
| 5 | Provides leadership and direction in planning and guidance for department to meet the public safety needs of the community; evaluates City needs, and determines emergency service response requirements; developments and manages strategic planning initiatives. |
| 6 | Recruits, selects, trains, motivates and evaluates personnel; provides or coordinates staff training; appraises employees for good work and works with employees to correct deficiencies; implements discipline and termination procedures as necessary. Meets regularly with staff to discuss and resolve priorities, workload and technical issues, assures staff compliance with policies, procedures, and regulatory standards. |
| 7 | Directs City disaster preparedness and response plans and activities. Continuously updates knowledge of City geography, growth and traffic patterns, streets, landmarks, and building locations, special hazards of designated facilities, to assure that firefighting and other emergency response activities are accomplished in a fast, effective and safe manner. |
| 8 | Responds to emergencies as appropriate to evaluate service delivery, provide support and/or participate in critical incidents, tactical situations and post-emergency investigations. Insures command and control of emergency incidents is accomplished in person or through subordinates. |
| 9 | Evaluates and monitors emergency operations and response reports, analyzes operational and industry trends, |



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| | keeps abreast of new developments in firefighting, prevention, and emergency communications techniques and developments; recommends and directs process and policy improvements, service delivery methods, and resource allocations. |
| 10 | Supervises and participates in the development and administration of the department budget; directs the forecast of additional or reduced funds required for staffing, equipment materials, and supplies; monitors and approves expenditures; and implements midyear adjustments as needed. |
| 11 | Directs, maintains and monitors IGAs/mutual aid agreements with other firefighting agencies for compliance with written agreements. Monitors compliance with grants received. |
| 12 | Directs and participates in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts. |
| 13 | Handles social service related areas of emergency response by assisting victims and relatives of victims of traumatic events. |
| 14 | Regularly attends City Council meetings, may make presentations as needed. |
| 15 | Maintains effective and supportive relationships by demonstrating courteous, professional and cooperative behavior; promotes the City goals and priorities in a positive manner, and complies with all City policies and procedures. |
| 16 | Maintains absolute confidentiality of work related issues as required by law. |
| 17 | Maintains regular attendance and punctuality. |

Peripheral Duties:

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| 1 | Stands in as Acting City Manager at his/her direction as required. |
| 2 | Regularly attends City Council meetings and may attend commission meetings as required to represent fire department business and make presentations. |
| 3 | Performs related duties as assigned and required. |

Desired Minimum Qualifications:

Education and Experience:

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| -- | Bachelor's degree in Fire Science, Fire Administration or Public Administration, or other related field. |
| -- | A Master's degree and/or Certified Chief Fire Officer/ Executive Fire Officer certification is preferred. |
| -- | Considerable (minimum of 10 years) experience in Fire Services management or related field of emergency services management. |
| -- | Any equivalent combination of education and progressively responsible experience which provides the knowledge, skills and abilities necessary to perform the work. |

Knowledge:

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| -- | Thorough knowledge of modern municipal Fire Service management principles and practices with particular attention to short and long range strategic planning. |
| -- | Considerable knowledge in fire prevention, fire code application, community fire risk reduction, and 911 emergency communications. |
| -- | Considerable knowledge of supervisory and management methods and techniques in personnel management. |
| -- | Considerable knowledge and experience in fire service operations and 911 emergency communications; effective methods of planning, training, assigning and directing personnel and equipment for the most efficient use of small as well as large or complex and dangerous fires, EMT patient care, and 911 communications. |
| -- | Working knowledge of department functions in City government. |
| -- | Working knowledge of City administration, project management and budget procedures. |
| -- | Knowledge of city, county, state and federal laws, regulations and ordinances. |
| -- | Working knowledge of Microsoft Office products, GIS application, and other relevant technologies. |

Skills:

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| -- | Demonstrated skill in operating the listed tools and equipment and utilizing software and other data systems. |
| -- | Skilled in interactions involving overseeing and/or approving final decisions regarding policy development and implementation. This position often involves interaction with others outside the organization or department on key organizational/departmental issues and requires exercising participative management skills, high levels of negotiation, and the ability to reach consensus on complex issues to achieve organizational goals and objectives. |
| -- | Advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. |

Abilities:



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| -- | Ability to read general correspondence, engineering reports, codes, standards, zoning submittals, technical and staff reports, policies, statutes, and regulations. Ability to produce and present written accurate and reliable documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar, write letters, reports, performance evaluations, and Council actions. Ability to develop formal agreements and contracts with other agencies, vendors, and communities. |
| -- | Ability to perform basic algebra, statistics, and general math calculations. |
| -- | Ability to develop and implement policies and procedures applicable to administrative functions; provide policy guidance; review the general operation of the department to determine efficiency; provide direction on major projects or problem areas. |
| -- | Ability to effectively plan, implement, and direct departmental goals and objectives through department members. |
| -- | Ability to quickly make determinations as to the best course of action for fighting fires or responding to other related emergency situations. |
| -- | Ability to oversee the preparation of the Fire Department budget and review subordinate budgets. |
| -- | Ability to advise City Management and the City Council of departmental progress through oral and written reports. |
| -- | Ability to speak before public groups on the plans, programs, and goals of the Fire Department. |
| -- | Ability to represent the City on various interagency organizations of a regional nature and communicate effectively, orally and in writing, and maintain effective working relationships with internal fire department members, elected and appointed government officials, city staff members, other fire service officials, City officials, consultants, other government agency representatives, and the general public. |
| -- | Ability to conduct necessary department research and compile comprehensive reports. |
| -- | Ability to research, interpret and apply federal, state and local policies, laws and regulations. |
| -- | Ability to read and interpret legal, technical, regulatory, operational documents and manuals, and blueprints, diagrams, and sketches. |
| -- | Ability to perform and manage multiple tasks, including advanced and technical fire department projects, simultaneously. |
| -- | Ability to effectively direct several functional areas; resolve complex problems in the areas of assignments; and coordinate activities with other City departments to establish and maintain effective working relationships. |
| -- | Ability to meet such physical requirements as may be established by a competent medical authority, department physical fitness and NFPA standards. |
| -- | Ability to demonstrate integrity and ingenuity. Inspire and motivate others to perform well; understand business implications of decisions; listen and communicate effectively; problem solve and use reason even with dealing with complex, confidential and sensitive topics. |
| Special Requirements/License/Certifications: | |
| -- | Possess a valid Arizona Driver's License, or have the ability to obtain one prior to employment. |
| -- | Certification as an emergency medical technician at the basic level. |
| -- | Ability to be available as necessary for emergency call out, present at bi-monthly, evening City Council meetings and some other evening and weekend work may be required. |
| Tools & Equipment Used: | |
| The tools and equipment attached to the job description are representative of those that must be effectively used 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. | |
| Physical Demands: | |
| The physical demands attached to the job description 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 Environment: | |
| The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | |
| Expected Behavior/Quality of Service: | |
| Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence: | |
| -- | Commitment – Dedicate oneself to consistent and excellent public service |



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| -- | Innovation – Implement unique, creative and cost-effective solutions. |
| -- | Communication – Communicate in a positive, honest and productive manner |
| -- | Integrity – Adherence to high ethical standards, doing the right thing when no one is watching |
| -- | Diversity – Promote inclusiveness and impartiality throughout the organization |
| -- | Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment. |
| -- | Respect – Demonstrate a high regard for others, support each other, don't participate in gossip |
| -- | Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback. |

All City employees are expected to conduct themselves consistent and in support with the above values.

Selection Guidelines:

Submittal/review of employment applications, screening/rating of application in relation of training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the position changes.

Employee Sign-Off: I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

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| Employee Signature: | Date: |
| Employee Name (Printed): | |