CITY OF JOPLIN MISSOURI

Job Description

Job Title:	Fire Chief	Classification:	Unclassified
Department:	Fire	Grade:	402
Occupational Group:	Leadership	FLSA:	Exempt
Status:	Full-time	Supervisory:	Yes

Primary Purpose

Under general supervision from the City Manager, or his designee, the Fire Chief performs a variety of technical, administrative, and supervisory work in the planning, organization, direction, and implementation of fire suppression, prevention, emergency management and emergency medical services.

Essential Leadership Job Functions

As a member of the City's Management Team, Department Directors provide critical leadership for the organization. Beyond the technical and administrative functions of the Department's operations, these additional essential functions are required for members of the City's Management Team to be successful.

- Ensures compliance for relevant rules, regulations, ordinances, and directives that may be established by the City Manager, City Council, State of Missouri, and Federal Government.
- Collaborates with members of the City's Management Team to promote a cohesive and positive working environment.
- Researches, develops, and recommends solutions to organizational-related issues and concerns; establishes and documents processes that support the continuous improvement of City operations and services.
- Partners with internal leaders and subject matter experts to reconcile variations and conflicts in processes, policies, and practices to work towards simplification, standardization of service delivery, and improved customer service.
- Coordinates, facilitates, and provides high-level project management for strategic planning and change efforts to ensure wide-spread stakeholder understanding, momentum, buy-in, and commitment to address multi-faceted problems and implement sustainable solutions.
- Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process for direct reports and ensures application of the same by Department supervisors and managers.
- Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by ensuring due process is provided in accordance with the City's policies and procedures, conducts fact-finding hearings when appropriate, recommends the appropriate discipline in consultation with Human Resources, and presents a recommendation for disciplinary action to the City Manager prior to issuing the approved disciplinary action.
- Receives critical input from appropriate supervisors and managers before making final hiring or promotional decisions. Ensures departmental hiring and promotional processes are conducted in coordination with and approved by Human Resources. Verifies budgetary approval before proceeding with recruitment or promotional processes and implementing the final hiring decision.
- Develops the Department's annual budget requests, with input from appropriate staff, to provide necessary programs and services for the community as approved by the City Manager's office. Reviews and approves expenditures for non-personnel costs, to ensure spending is minimized and services are maximized throughout the fiscal year. Ensures departmental purchases comply with the

City's purchasing policies and procedures and are authorized in the budget.

Departmental Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Supervises all Fire Department personnel, services, programs, and activities through an established chain of command. Approves the appointment, promotion, disciplinary action up to and including termination of Fire Department personnel.
2. Coordinates and directs all activities of the Fire Department ensuring adequate staffing, equipment needs, and timely responses to alarms.
3. Monitors the Department's outcomes; recommends and implements changes in departmental policy and operations to improve efficiency and effectiveness, as needed.
4. Directs the City/County emergency management activities ensuring community readiness through mitigation, public education, and planning.
5. Oversees or completes the preparation of various documents for submission to the City Manager, to include the department budget, capital improvement plan, and strategic plan.
6. Oversees the Department's training program to ensure fire suppression, fire safety, and emergency responses are provided efficiently, timely and safely.
7. Communicates effectively for the Fire Department in meetings with the City Council, Leadership Team, Federal, State, and local fire agencies, and community groups and organizations.
8. Conducts regular command staff meetings to ensure direction, rules, regulations, policies, and procedures are implemented timely and consistently.

Other Duties

- Directs emergency incidents, at times and assumes command on-scene if needed.
- Reviews the staff activity to ensure fire investigations are completed in both a timely and thorough manner.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles, practices, and techniques of modern firefighting, emergency medical services, and fire prevention; public fire and life safety education; community risk management; principles of public administration with reference to departmental programming and personnel administration; principles of municipal budget preparation and finance; Microsoft Office Suite.

Skill in: Providing effective leadership; planning, assigning, and directing the work of subordinate operating units; planning, initiating and executing long-term programs; relating Department programs with other municipal programs, goals, and objectives; speaking and dealing tactfully and effectively with the people; evaluating the performance of subordinates in both routine and emergency situations and conditions; communicating effectively, both verbally and in writing; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Fire Science, Public Administration, Business Administration, or related field. Master's degree in a related discipline is preferred.

Experience: Seven years of full-time command staff experience in a fire service operation which includes supervisory and/or managerial experience.

Licenses and Certifications: Maintain a valid state issued driver's license; certification from an International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Professional Qualifications (ProBoard) accredited agency as a Firefighter I and II, Fire Officer I and II, and Fire Instructor I. EMT-Basic licensure from the State of Missouri is preferred, but not required.

Physical Demands Requirements and Working Conditions:

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Occasional field work may require exposure to unstable buildings, hazardous chemicals, body fluid, infectious diseases, air, and blood borne pathogens when responding to both emergency and non-emergency incidents. May occasionally be required to lift, carry, push, and pull materials and objects weighing over 100 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasional field work may be required including response to emergencies which may include exposure to outdoor elements, hot and cold temperatures, and temperature swings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Work requires wearing of a Self-Contained Breathing Apparatus (SCBA) and confining equipment or gear for an extended period. Must meet and maintain NFPA 1582, and other applicable Federal, State, and Departmental physical fitness and physical training standards established prior to and during employment. Must establish and maintain residency within 12 air miles of Joplin's City Hall.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	