

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FIRE CHIEF
DEPARTMENT: FIRE
REPORTS TO: CITY MANAGER

JOB CODE: 3101
DATE: 2/08

JOB SUMMARY:

Performs supervisory and administrative work in planning, organizing, coordinating, and directing activities of the Fire Department. This position also acts as Emergency Management Coordinator for the City.

ESSENTIAL JOB FUNCTIONS:

Takes command of major emergencies, including multiple alarm fires, mass-casualty incidents, hazardous materials incidents, public health crises, and other natural and human-made events.

Serves as the leader and senior manager of the City of Concord Fire Department; provides policy direction and guidance to and reviews the work of the Deputy Fire Chiefs and administrative staff.

Serves as the senior manager for the Communications Center that provides emergency fire and EMS dispatching services.

Serves as the chief operational officer for local Emergency Management, Homeland Security, and Disaster Response; leads the city's Emergency Management Team.

Identifies, synthesizes, and evaluates community issues in a variety of homeland security challenges and the core issues of developing security within the community.

Ensures force protection for all responders operating under fire department command.

Oversees the development of operational policy, including response practice, customer service, and standards compliance.

Oversees and approves the development of the annual fire department operating budget, the fire department revenue budget, the Capital Area Dispatch Center operating budget, the Emergency Management budget, the Department Capital Improvement Program, and state and federal grant requests; monitors expenditures to ensure that appropriated amounts are not exceeded.

Orders the evacuation of citizens during major disasters.

Prepares for and responds to public health emergencies.

Provides department-head level approval for all hiring of new personnel and promotions of departmental personnel; approves competitive process for same.

Develops and modifies strategic plans for executing programs in disparate areas; coordinates these plans with budget goals, city objectives, and partner agencies.

Utilizes best business practices in leading a health care provider agency, including full knowledge of HIPPA, health care economics, billing practices, and medical ethics.

Oversees the management of the Fire Alarm Traffic Division.

Serves as the main departmental public relations representative; attends public and neighborhood meetings; meets with citizens and business leaders whose requests are not satisfied by subordinate levels within the department.

Advises the City Manager, other department heads, the City Council, other public safety agencies, private sector partners, and legislative committees on fire safety, fire prevention, emergency management, homeland security, public health, and other public safety issues.

Chairs, participates in, or provides leadership for the Hazard Mitigation Team, the Emergency Management Team, the Capital Area Public Health Network, the Capital Area Fire Mutual Aid Compact, and other cross-functional, cross-departmental, and cross-agency teams designed to prevent, mitigate, respond to, and recover from major emergency incidents.

Develops requests for proposals for and reviews the work of professional consultants under contract by the City of Concord; provides expert opinion to the City Manager, City Council, the public and other organizations regarding their findings and the value of their work.

Oversees and reviews the work of staff responsible for managing major capital programs and construction projects.

Recognizes and develops plans for managing public fear in response to significant emergency events, mass media reports, public rumor, and panic.

Implements formal resolution models to assist in defusing and preventing conflict between neighborhood groups, other public safety agencies, and within the department.

Designs logic for and manages community critical infrastructure assessments; makes recommendations for infrastructure protection and mitigation practices.

Identifies and develops strategies for responding to issues involving foreign residents in the community.

Performs risk management assessments at the scene of emergency incidents and in the administration of department programs.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Fire Suppression and Medical Equipment	Computers	Cell Phones
Mobile, Portable, and Base Radios	Medical Reporting Systems	
Atmosphere Monitoring Equipment	Self-Contained Breathing Apparatus	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree (Master's degree preferred) from a four-year college or university in Public Administration, Business Management, or other related field; and,

Six or more years of progressively responsible experience in fire administration and operations including labor relations, budgeting, supervision, fire suppression, prevention, and emergency medical services, or

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

NH Level II Firefighter. Valid New Hampshire Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles of civilian and military relationships, legal responsibilities and authority, areas of potential cooperation, and issues related to response to major incidents.

Modern firefighting, EMS, hazardous material, emergency management, homeland security, and special operations practices.

Accounting and budgeting practices.

Reading and communication skills.

Risk-management principles.

Sound business management practices including but not limited to budget and accounting principles, purchasing regulations, and policies.

Sound personnel management practices, discipline procedures, performance evaluations, equal employment opportunity law, workplace harassment laws and policies, and contract administration.

Industry standards, government doctrine, and fire, life safety, electrical, housing, and electrical codes and best practices.

City, state, and federal laws applicable to fire suppression and building, electrical, and mechanical codes.

Skill in:

Synthesizing solutions amid complex competing interests and substantial internal and external political pressure.

Making emergency operational decisions quickly and frequently.

Tolerating significant stress.

Applying ingenuity, intuition, and recognition-primed decision making skills.

Conducting complex operational and strategic planning.

Developing and communicating policies.

Conducting research using scientific methods and electronic data searches; rapidly interpreting findings and easily communicating findings to internal and external customers.

Developing, assessing, and interpreting performance measures, work outputs and inputs, benchmarks, desired outcomes, internal strengths and weaknesses, and external threats and opportunities.

Use of fire suppression equipment and apparatus.

Typing and operation of computer in order to enter and retrieve data.

Mental and Physical Abilities to:

Plan, install, and execute programs of departmental operations and activities, including employee training and development, fire prevention, and emergency medical services.

Establish and maintain effective working relationships with civil officials, groups, and the general public.

Interpret, apply, and establish rules, regulations, policies, and procedures.

Review construction plans and specifications for code and ordinance compliance.

Deal courteously and diplomatically with the general public.

Give orders and gain compliance from subordinates.

Control, motivate, and train personnel to perform their duties in a safe, efficient, and purposeful manner.

While performing essential functions of this job, employee is occasionally expected to stand, walk, climb or balance, stoop, kneel, crouch, crawl, and lift and/or move up to ten pounds.

While performing essential functions of this job, employee is regularly expected to sit, reach with hands and arms, talk and hear, smell, lift and/or move negligible amounts of weight, and use hands to finger, handle, or feel.

Specific vision abilities required for this job include close vision, distance vision, ability to discriminate between colors, peripheral vision, depth vision, and ability to adjust focus.

Working Conditions:

While performing essential functions of this position, employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and work with explosives.

Incumbent's working conditions are typically moderately quiet to loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.