



# Fire Chief

Class Code:  
AO19

Bargaining Unit: Appointed Officials

CITY OF ELKO

Revision Date: Mar 7, 2018

## SALARY RANGE

\$49.00 - \$66.00 Hourly  
\$3,920.00 - \$5,280.00 Biweekly  
\$8,493.33 - \$11,440.00 Monthly  
\$101,920.00 - \$137,280.00 Annually

## DESCRIPTION:

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Fire Department including fire prevention, suppression, investigation, inspection, emergency medical services, emergency management, and public education; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager. This is an at-will position which is appointed by, and serves at the pleasure of, the Elko City Council.

## SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical and administrative support staff.

## ESSENTIAL FUNCTIONS:

*(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Assume full management responsibility for all Fire Department services and activities including fire prevention, suppression, investigation, inspection, emergency medical services, emergency management, and public education.
- Manage the development and implementation of Fire Department goals, objectives, policies, procedures, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for

improvement; direct the implementation of changes; maintain efficient and cost-effective emergency response teams.

- Represent the Fire Department to other City departments, elected officials, and outside agencies; explain and interpret Fire Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
- Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal, and other community groups.
- Select, train, motivate, and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Direct the maintenance of records of all incidents including losses to buildings and contents, and for the monthly, quarterly, and annual reports of incidents to the City and State.
- Plan, direct, and coordinate the Fire Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manage and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Coordinate Fire Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Fire Department programs, policies, and procedures as appropriate.
- Ensure proper maintenance and availability of equipment, apparatus, buildings, and other facilities.
- Respond to major fire alarms and emergency and non-emergency calls; personally direct activities as necessary.
- Meet with community groups and the general public to resolve concerns.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings and conferences; stay abreast of new trends and innovations in the field of fire science.
- Respond to and resolve difficult and sensitive inquiries and complaints.

#### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

#### **QUALIFICATIONS FOR EMPLOYMENT:**

**Knowledge, Skills, and Abilities:** *(KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training).*

**Knowledge of**



- Operations, services, and activities of comprehensive fire prevention, suppression, investigation, and inspection programs.
- Organization and management practices as applied to the analysis and evaluation of fire safety programs, policies, and operational needs.
- Modern and complex principles and practices of program development and administration.
- Advanced modern fire prevention, fire suppression, and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of the various types of fire apparatus equipment, tools, and devices.
- Mechanical, chemical and related characteristics of a wide variety of hazardous materials and objects.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Recent developments and sources of information in fire administration.
- Advanced principles and practices of budget preparation and administration.
- Incident command theory.
- Procedures, methods, and techniques of emergency medical services including first aid and CPR.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of data collection and report preparation.
- Local geography, including the location of water mains, hydrants, major fire hazards of the City, and City streets.
- Safe driving principles and practices.

**Skill to**

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

**Ability to**

- Provide administrative and professional leadership and direction for the Fire Department.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire prevention, suppression, investigation, and inspection services.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Identify and respond to community, City Manager, and City Council issues, concerns and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, direct, and review fire suppression, fire and life safety code compliance, emergency medical service, and hazardous materials emergencies operations and activities.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to fire safety programs and functions.

- Make technical and emergency decisions quickly and calmly under emergency conditions.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Conduct thorough investigations including researching, collection, compiling, and analyzing information and data.
- Establish record keeping systems and procedures.
- Prepare clear and concise administrative and financial reports.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications**

*Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

**Experience**

Seven years of increasingly responsible fire suppression and prevention experience including four years of supervisory experience.

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration or a related field supplemented by extensive course work in fire science.

**OTHER REQUIREMENTS:****License or Certificate**

- Possession of Certified Firefighter I, II, Certified Fire Officer I, II, Certified Fire Instructor I, Certified HazMat Operations, and Basic Life Support/CPR.
- Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some exposure to cold, heat, noise, outdoors, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to lift 50 lbs.; ability to travel to different sites and locations.

**CITY OF WEST WENDOVER  
FIRE DEPARTMENT  
FIRE CHIEF**

**POSITION DESCRIPTION**

The Fire Chief directs and oversees all aspects of the operation of the Fire Department for the City of West Wendover, and shares this responsibility as the Emergency Management Coordinator for the City. The Fire Chief informs and advises the City Council, Mayor and City Manager on all fire related/first responder issues affecting the City through the appropriate chain of command.

**CHAIN OF COMMAND**

The Fire Chief shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City policy.

**DISTINGUISHING CHARACTERISTICS**

- Serve as a representative of the City of West Wendover, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Continuously monitors and evaluates the efficiency and effectiveness of Fire Department procedures, service levels and administrative systems; evaluates and implements improvements.

**ESSENTIAL FUNCTIONS**

- Plan, organize and command all activities of the West Wendover Fire Department to protect life, property and the environment through the authority having jurisdiction prescribed as for the latest adopted addition of the Uniform Fire code.
- Shall be designated by ordinance as the emergency management coordinator. The Emergency Management Coordinator shall be responsible for the city's Emergency Management Program in accordance with title 4, Chapter 8 of the West Wendover City Code, known as the Emergency Management Code.
- Planning, coordinating and developing the operations and training with respect to equipment, apparatus and personnel.
- Continually analyzing and evaluating operations and trends for assuring efficient and adequate Fire Department operations as pertaining to the current standards.
- Assuring the highest level of training for all personnel.
- Directing the activities of all personnel through the Incident Management System.
- Planning and teaching continued management-training programs for all departmental officers.
- Response to general and major Fire Department alarms.
- Acts in an arduous duty status when required at Emergency's as required for specific emergency scene Operations.
- Directing firefighting activities of departmental officers as per the Incident Management System

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- Is on and on-call status at all times or have a confident trained person on the on-call status during his absence.
- Serve, as the city's representative in various committees and organizations relating to the profession.
- Directly supervise all functions of the Fire Protection services through assigned personnel. Be responsible for resolving conflicts and maintaining a harmonious relationship with the public.
- Maintaining professional discipline in the department.
- Performing such other duties as may be said by resolution or ordinance of the City Council from time to time. For reporting any and all matters through the appropriate channels i. e. the appropriate persons, as required by resolution of the City Council for chain of command.
- Maintaining all reports as per the Nevada State Fire incident reporting system.

### **QUALIFICATIONS**

**Education/Experience/Training:** Must have extensive experience in all phases of Fire Department administration level, of personnel. Experience of five years in fire department related management level operation. Degree in Public Administration preferred.

**Knowledge/Skill:** Must have extensive knowledge of principles and practices of modern municipal Fire Department operations and administration, through knowledge of rules and regulations of the Fire Department. Shall maintain thorough knowledge of the city's geography of streets and buildings. Considerable knowledge of use, operations and maintenance of equipment and apparatus used in fire fighting for the protection of life, property and the environment. Plans, trains, assign and direct personnel and equipment for the highest degree of efficiency. Must have the ability to establish and maintain effective working relationships with civic, official groups, public and ability to communicate clearly and concisely, both orally and in writing.

**Special requirements and licensing:** Graduate from High School and combination training, education and experience that may include graduation from accredited college or university with a degree in fire science or closely related field, or five years of progressively responsible municipal fire service. Also, possession of valid class F endorsement motor vehicle operator's license from the State of Nevada.

Must be a U.S. citizen, or have the legal right to work in the United States.

**Background investigations:** Due to the nature of this position, a background investigation may be conducted by the City as required, in order to establish suitability for employment.

### **WORKING CONDITIONS**

Ability to tailor work hours to needs of department. Smoke-free working environment. Work environment is generally clean but with frequent exposure to conditions such as dust, fumes, odors, or noise. Frequent interruptions to planned work activities may occur; special needs from department heads, co-workers or public.

### **PHYSICAL DEMANDS**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job: Ability to work in high stress, demanding situations with numerous deadlines. Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend,

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stoop, sit, and stand for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping is necessary. The ability to communicate via telephone. Frequent lifting/moving of objects 50-100 pounds.

### **CONTROLS OVER THE POSITION**

The Fire Chief shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City policy.

**Performance And Evaluation:** The employee will be evaluated on quantity and quality of work and the manner in which personal characteristics are brought to bear on that work. Performance evaluations will be performed as specified by City Policy.

**Testing:** A basic skills test may be conducted as part of the interview process and may include testing of skills specific to the requirements of fulfilling this particular job position, as determined by the Department Head, City Manager, or Human Resources Department.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**Note:** This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

**FLSA Status:** Exempt

"The City of West Wendover is an Equal Opportunity Provider"

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