



P. O. Box 239  
Lockhart, TX 78644

# Job Description Form

**Job Title:** Fire Chief

**Date:** May 18, 2015 (Revised VIR)

**Pay Range:** \$27.84 - \$35.75 - \$43.66 Salary

**Pay Grade:** 9 (Exempt)

**Brief Description of the Job:**

Performs administrative and professional firefighting work that includes planning, organizing, coordinating, and directing the multiple activities and functions of the Fire Protection and Prevention Divisions of the city fire department. Responsible for performing public relations functions by meeting with citizens, the media, school staff, govt. officials, etc. Serves as Emerg. Mgmt.Coordinator. Reports directly to the City Manager.

Essential Functions-Listed in descending order of frequency, in the Strength Column, S= Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below	% of Time	Strength	Physical Demand Code
<b>Essential Functions</b>			
1. Assigns, directs and supervises activities of both professional and reserve(volunteer) firefighting staff. Ensures adherence to any established policies, procedures and standards. Prepares reports and correspondence to state and local officials as necessary.	15	L	ABCDEFGHIH IJKMNOQRS
2. Administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, assigning, scheduling, etc. Submits reports as required.	5	L	ABCDEFGHIH IJKMNQRS
3. Plans, organizes, coordinates, and evaluates Fire/Rescue emergency response operations including firefighting, rescue, emergency med., hazardous materials, and emergency mgmt.	20	L	ABCDEFGHIH JKMNOQRS
4. Develops and implements policies, procedures, and regulations. Implements training and employee development programs to assist subordinates in meeting career development objectives.	10	L	ABCDEFGHIH IJMNOQRS
5. Responds to and directs fireground and other emergency incident operations.	10	H	ACDEFGHJ KLMNOPVR STU
6. Prepares and administers budget for fire department and monitors/controls expenditures. Attends training as needed to enhance knowledge in latest developments for emergency service	10	L	ABCDEFGHIH IJQRS
7. Serves as liaison between fire department and other govt. or private agencies. Attends staff meetings, meets with various professional and civic organizations, and public, as appropriate to facilitate a positive public image of the department. Appears before news media to explain Fire/Rescue response operations and to maintain positive community relations.	10	L	ABCEGMNO QRST
8. Reviews building construction and subdivision plans as needed. Monitors and evaluates fire and life safety code inspections to assure compliance with local and state laws.	5	L	ABCDEGHI QRST
9. Monitors and evaluates apparatus, equipment, and facilities maintenance, and recommends appropriate needs for effective Fire/Rescue operations.	10	L	ABCDEFGHIH JKLMNO PQ RST
10. Complete other related duties as assigned from time to time	5	L	
A. STANDING    D. LIFTING    G. REACHING    J. KNEELING    M. BENDING    P. BALANCING    S. TALKING B. SITTING    E. CARRYING    H. HANDLING    K. CROUCHING    N. TWISTING    Q. VISION    T. FOOT CONTROLS C. WALKING    F. PUSH/PULL    I. FINE DEXTERITY    L. CRAWLING    O. CLIMBING    R. HEARING    U. OTHER: _____			

**PHYSICAL DEMANDS**

**JOB TITLE: Fire Chief**

**OVERALL STRENGTH DEMANDS:**

SEDENTARY \_\_\_ LIGHT \_\_\_ MEDIUM X HEAVY \_\_\_ Very Heavy \_\_\_

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

A. STANDING	<u>F</u>	G. REACHING	<u>F</u>	M. BENDING	<u>O</u>	S. TALKING	<u>F</u>
B. SITTING	<u>F</u>	H. HANDLING	<u>O</u>	N. TWISTING	<u>O</u>	T. FOOT CONTROLS	<u>O</u>
C. WALKING	<u>F</u>	I. FINE DEXTERITY	<u>F</u>	O. CLIMBING	<u>O</u>	U. OTHER: _____	<u>F</u>
D. LIFTING	<u>O</u>	J. KNEELING	<u>O</u>	P. BALANCING	<u>O</u>	Endurance and Stamina	
E. CARRYING	<u>O</u>	K. CROUCHING	<u>O</u>	Q. VISION	<u>F</u>		
F. PUSH/PULL	<u>F</u>	L. CRAWLING	<u>O</u>	R. HEARING	<u>C</u>		

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMMODATION.

Physical Demand	Description
SITTING	Driving city vehicle, working at desk, attending meetings, performing miscellaneous office duties.
WALKING/ RUNNING	On concrete, asphalt, and other surfaces and terrain, including rough and/or uneven ground, or areas presenting obstacles, office areas on tile and carpet.
LIFTING/ CARRYING	Light objects including file boxes and office supplies; occasionally 50-100 lbs. at fire scenes to assist firefighters in moving fire appliances and/or equipment.
HANDLING	Lifting / Moving files, operating city vehicle emergency lights, siren, radio.
FINE DEXTERITY	Writing reports, using computer, calculator, telephone, other office equipment.
VISION	Reading research materials, reports and other written material, driving city vehicle, observing fire / rescue emergency scene operations.
HEARING/ TALKING	To communicate with other fire officers and personnel, general public in person or on the telephone, make presentations at meetings or training sessions.
FOOT CONTROLS	To drive city vehicle
STANDING	Making presentations at meetings, at emergency scenes in functioning as the Incident Commander. Standing for extended periods of time with no relief.
PUSHING/ PULLING	To access files, operate various equipment on fireground
REACHING	To open files and desk drawers, access books and other stored materials on shelves to access various equipment stored on fire apparatus while at emergency scenes.
KNEEL, CROUCH, CRAWL TWIST, BEND, CLIMB BALANCE	The nature of Fire/Rescue work is such that all types of body positions are assumed to varying degrees depending on the nature of the emergency. May involve maneuvering in cramped space, around, through, and underneath various obstacles.

**PHYSICAL DEMANDS**

**JOB TITLE: Fire Chief**

**MACHINES, TOOLS, EQUIPMENT AND WORK AIDES**

Emergency equipment at the scene of fires, rescues, etc.; Office equipment including computers, copiers, calculators, FAX, telephones, various types of communication equipment, video cameras, overhead projectors, slide projectors, digital and still photography equipment, small hand tools, self-contained breathing apparatus, radios, sirens, air-horns, etc.

**ENVIRONMENTAL FACTORS**

Exposure to extreme temperatures from burning buildings, smoke from fires, extreme temperatures from working in an outdoor environment for long time periods, chemical releases at hazardous material incidents,

**PROTECTIVE EQUIPMENT**

Full protective clothing for fires, rescue, hazardous material incidents, medical emergencies, etc. including self-contained breathing apparatus, steel toed shoes, hard hat, gloves, coat, pants, boots, thermal hood, etc.

**NON-PHYSICAL DEMANDS**

Emotional strain from dealing with stress created by upset citizens and/or victims of Fire/Rescue emergency incidents to which the department may respond to provide assistance.

**Frequency Codes: F= Frequent O= Occasionally R= Rarely**

Time Pressures	<u>F</u>	Emergency Situations	<u>F</u>
Noisy/Distracting Environment	<u>O</u>	Tedious Exacting Work	<u>O</u>
Performing Multiple Tasks Simultaneousl	<u>F</u>	Working Closely with Others as part of a Team	<u>F</u>
Danger/Physical Abuse	<u>F</u>	Irregular Schedule/Overtime	<u>F</u>
Frequent Change of Tasks	<u>F</u>	Other (Description Below:)	<u>    </u>

**JOB REQUIREMENTS**

**FORMAL EDUCATION**

Associate of Applied Science Degree in Fire Protection Technology, Emergency Management, Public Administration, or a related field. (Bachelor's Degree preferred).

**EXPERIENCE**

Ten years of progressively responsible experience in Fire / Rescue Emergency response, including command experience in department of similar size or larger.

Three to five years experience in Chapter 143 Municipal Civil Service department preferred

**OTHER REQUIREMENTS:**

Possess a valid Texas Driver's license. Must show ability and skill in operation of city issued motor vehicle.

Valid certifications issued by Texas Comm. On Fire Protection for: Advanced Firefighter, Inspector, Investigator, Instructor

Possess Instructor III certification issued through the Texas Commission on Fire Protection

Must reside within 25 minutes of Lockhart City Limits or service area to respond to emergencies

Considerable knowledge of municipal fire department administration with special attention to Fire Protection/Prevention Regulations

Knowledge of the operating characteristics and specification requirements of both fire and rescue response apparatus

Considerable knowledge of the associated hazards involved in emergency response operations and applicable safety precautions

Considerable knowledge of the street layout, buildings and locations of fire hydrants within the designated response area(s).

Ability to plan, coordinate and direct professional and technical staff and to effectively utilize Fire/Rescue emergency equipment.

Ability to exercise initiative in order to quickly analyze emergency situations, and adopt effective of action as required.

Ability to coordinate training of personnel in modern Fire/Rescue and Fire Prevention principles, practices and procedures.

Ability to utilize physical strength and agility in performing prolonged and arduous tasks under adverse conditions when required.

Ability to represent department effectively, by exercising tact and courtesy with other govt.officials, median & general public.

**SKILLS:**

**JOB TITLE: Fire Chief**

**READING**

Requires the ability to read and interpret a variety of reports, correspondence, charts, forms, blueprints, budgets, permits, etc. Requires considerable experience in the preparation of correspondence, reports, forms, purchase orders, budgets, etc. using prescribed formats. Must have the ability to speak to groups of people with poise, voice control and confidence on matters related to the overall operations of the department.

**WRITING**

Must have the ability to produce technical reports, correspondence including letters, memorandums, and newspaper articles. Must have the ability to develop specifications for equipment and apparatus orders as required for maintaining adequate resources for emergency response.

**MATH**

Requires ability to utilize mathematical formulas; add, subtract, multiply, divide; calculate decimals and percentages, interpret graphs; compute discount, interest, profit and loss, ratio and proportions etc.; perform calculations involving variables, formulas, square root, and polynomials; perform statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques and factor analysis.

**REASONING:**

Requires the ability to apply principals of logical or scientific thinking to define problems, collect data, establish fact and draw valid conclusions, to interpret an extensive variety of technical instructions in mathematical diagrammatic form, deal with several abstract and concrete variables.

**SUPERVISORY:**

Must have the ability to convey or exchange information, including giving instructions, assignments, and/or directions to subordinates or assistant preferably with Civil Service supervisory experience

**MANAGERIAL:**

Organize time, materials, and personnel; use organizational skills and judgment to plan, organize, direct, control, evaluate and implement developmental programs for the department.

**INTERPERSONAL:**

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations. Must have the ability to make contact with the public and establish working relationships to accomplish public support for department.

**SIGNATURES - REVIEW AND COMMENT**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job

**I have reviewed the experience and qualification requirements of the job and I feel I am qualified.**

\_\_\_\_\_  
Employee - Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Vance Rodgers  
City Manager

\_\_\_\_\_  
Supervisor- Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_