

## **CHIEF OF FIRE SERVICES**

**DEPARTMENT** : **FIRE RESCUE**  
**SALARY** :  
**FLSA** : **EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **NON-BARGAINING**

### **GENERAL DESCRIPTION OF DUTIES**

Professional management and supervisory position responsible for direction and administrative oversight of all operations and activities of the Fire Rescue Department. Duties include but are not limited to the following: performs directly related work as required to provide oversight of all fire codes, hazardous materials training, emergency response, safety and prevention training, fire prevention, fire suppression, emergency medical services activities, housing codes and all fire inspection services; supervises the work of all professional, administrative, operations and clerical personnel within the Fire Rescue Department in coordination with a Fire Rescue management team consisting of the positions of Battalion Chief, Fire Captain, Medical Supervisor, Fire Marshal and Hazardous Materials Regional Training Center Coordinator; establishes and maintains effective working relationships with other City employees, the City Council, business and community groups, other emergency personnel, State and Federal officials, the media and the public. The work is performed under the general direction of the Director of Safety Services but considerable leeway is granted for the exercise of independent judgment and initiative. With matters in regard to the Fire Rescue Department, may fill in for the Director of Safety Services in his absence.

### **EXAMPLES OF ESSENTIAL FUNCTIONS** **(Illustrative Only)**

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>1. Coordinates, schedules, manages, directs and conducts training for the Fire Rescue Department.</li><li>2. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.</li><li>3. Plans, organizes, directs and evaluates the work of Battalion Chiefs, Fire Captains, the Medical Supervisor, Fire Marshal and Hazardous Materials Regional Training Center Coordinator in implementing the expressed goals, mission, policies and directives of the Fire Rescue Department. As such, is responsible for the day-to-day operation of the Fire Rescue Department.</li><li>4. With input from employees, assists in developing policies and procedures designed to increase the efficiency and effectiveness of department operations and address emergency services needs within the City of Waterloo.</li></ol> | <ol style="list-style-type: none"><li>5. Develops and administers the operating and capital budget for the Fire Rescue Department.</li><li>6. Presents fire operational issues to legislative committees, special interest groups, citizen groups and service organizations.</li><li>7. Reviews and coordinates station construction and service expansion projects to coordinate resources and planning objectives.</li><li>8. Participates in various aspects of personnel administration within the department, including hiring, termination and grievance procedures (Has appointing authority over the Fire Rescue Department as per Iowa Code 400.14).</li><li>9. Keeps the Director of Safety Services fully and accurately informed concerning work progress, including present and potential work problems and makes suggestions for new or improved ways of addressing such problems.</li></ol> |
|--|--|

10. Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas.
11. Responds to citizens' questions and comments in a courteous and timely manner.
12. Directs all activities of the Hazardous Materials Regional Training Center and assists in the development, implementation and marketing of training programs to other entities.
13. Directs and coordinates enforcement of City housing, confined space, fire ordinance and inspection programs.
14. Maintains knowledge of Federal and State laws and City ordinances as they relate to the responsibilities of the Fire Rescue Department.
15. Attends work regularly at the designated place and time.
16. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Fire Rescue safety rules and regulations.
17. Performs other directly related duties consistent with the role and function of the classification.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

1. Comprehensive knowledge of Fire Department administrative, operational, public education and public relations programs and activities.
2. Comprehensive knowledge of the principles and methods of planning, organization, management and personnel supervision.
3. Comprehensive knowledge of current

principles and practices of public administration.

4. Comprehensive knowledge of budgeting, cost accounting and fiscal administration for Fire Department programs, services and facilities.
5. Extensive knowledge of State and Federal regulations relating to the Fair Labor Standards Act, hazardous materials, NIOSH, OSHA and NFPA standards and regulations.
6. Extensive knowledge of the principles, practices and techniques of fire suppression, fire prevention and hazardous materials.
7. Ability to provide administrative direction within a municipal department.
8. Ability to supervise, train, evaluate, lead the work of others and maintain a high level of discipline and morale.
9. Ability to communicate effectively with others, orally and in writing, using technical and non-technical language.
10. Ability to understand and follow oral and written policies, procedures and instructions.
11. Ability to prepare and present accurate and reliable reports containing findings and recommendations.
12. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
13. Ability to use logical and creative thought processes to develop solutions according to written specifications and oral instructions.
14. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
15. Ability and willingness to quickly learn and put to use new skills and knowledge brought

about by rapidly changing information and technology.

16. Ability to develop community support for and promotion of department activities through speeches to civic, business and school groups.
17. Ability to administer collective bargaining agreements that cover Fire Rescue Department employees.
18. Ability to react quickly and calmly and to direct the work of subordinates in emergency situations.
19. Ability to establish and maintain liaisons with Federal, State and other government subdivisions, businesses, civic and citizen groups and the media.
20. Ability to promote effective working relationships with other departments, staff, subordinates, elected officials and the public.
21. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

#### **ACCEPTABLE EXPERIENCE & TRAINING**

1. Minimum ten (10) years experience in a paid municipal fire service with minimum five (5) years at the rank of lieutenant or higher. Years of service at the rank of lieutenant or higher must be with a Fire Department of comparable size (population 40,000 or above) and the rank must be comparable to the lieutenant, captain or higher rank with Waterloo Fire Rescue
2. Graduation from an accredited four-year college or university with a Bachelor's Degree with major course work in fire management, public or business administration, or other related field, supplemented by completion of approved training in fire department administration, operations, inspection and prevention with extensive experience in fire department emergency operations with a considerable management role

#### **OR**

- Any equivalent combination of experience, education and training that provides the required knowledge, skills and abilities necessary to perform the work.
3. Experience working with culturally and racially diverse communities.
  4. Must possess a current driver's license from state of residence and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire. Must obtain Iowa driver's license within thirty days of appointment to position.

### **ESSENTIAL PHYSICAL ABILITIES**

Requires the following with or without reasonable accommodation:

1. Sufficient clarity of speech and hearing or other communication capabilities that permits the employee to communicate effectively.
2. Sufficient vision or other powers of observation that permits the employee to review a wide variety of written material in electronic or hard copy form.
3. Sufficient manual dexterity that permits the employee to operate a personal computer and related equipment.
4. Sufficient personal mobility and physical reflexes that permits the employee to have access to various work sites throughout the City and out of the area.

### **MISCELLANEOUS**

1. Must comply with the City of Waterloo Residency Policy for Critical Employees within one year of employment (live within 10-mile radius of Waterloo City Hall or, if current employee, as based on original employment date).

2. The City of Waterloo will conduct an extensive background investigation on any applicant being considered for this position including personal, professional, educational and employment references.
3. Following a conditional offer of employment, the City of Waterloo requires a physical examination including a drug test based on the medical protocol developed by the Municipal Fire and Police Retirement System by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position. Failure to pass the physical exam and drug test will result in withdrawal of the employment offer.
4. Required to submit to Civil Service Examination testing procedures including oral interview testing.

### **WORK SCHEDULE**

Generally 8:00 a.m. - 5:00 p.m. Monday through Friday with one hour unpaid lunch. Must also be available outside these hours to respond to emergencies or attend meetings or local functions as required.