

## **Position Description Excelsior Fire District – Fire Chief**

### **Position Summary:**

The full-time paid Fire Chief is responsible for planning for the Excelsior Fire District's (District) long- and short-term needs, directing personnel, District management, working with other intergovernmental entities and community members, emergency response, and supervising the fire prevention and inspection programs. The Chief is also responsible to the Excelsior Fire District Board (Board) with regard to day-to-day operations, administration of District affairs, and financial oversight.

### **Supervision:**

The Fire Chief works under the general guidance and direction of the Board along with the assistance of the Operating Committee in accordance with provisions of the Excelsior Fire District's Joint Powers Agreement.

The Fire Chief performs all personnel management functions and supervises all full-time, part-time, paid on call, and volunteer personnel of the District.

### **Duties:**

#### **Planning**

- Recognize and understand the characteristics of a combination fire department with a strong paid on-call component.
- Establish and work with committees to assist with various functions of the District.
- Formulate programs or policies to alleviate service deficiencies.
- Plan, coordinate, supervise, and evaluate fire, rescue, and EMS operations including, but not limited to:
  - Daily administrative duties
  - Fire ground safety
  - Pre-planning of businesses and multi-unit dwellings (4 or more units)
  - Code enforcement and inspections
  - Public fire safety and life safety skills training programs
  - Fire prevention and investigation programs
- Establish policies and procedures for emergency response and day to day operation of the Fire District, while implementing policy directives from the Fire Board.
- Keep informed of current trends in the field, as necessary.

#### **Management**

- Respond to emergencies as required by the Board while on duty and during off hours when available. The Fire Chief may also direct activities at the scene of major emergencies if required.

- Act as the staff resource in supporting the activities of the Board. Attend and participate in all meetings of the Board and Operating Committee or appoint a substitute in his/her absence.
- Oversee fire investigations where a significant injury or dollar loss has occurred. Interview witnesses and gather information, generate reports, field notes, and floor plans, etc. as necessary. Communicate with insurance company officials and coordinate investigations with state and federal agencies. Testify in court as an expert witness for the District if necessary.
- Ensure District records, data base and all necessary reports, letters, notices, etc. are completed and maintained.
- Review, modify, write, and maintain Standard Operating Guidelines.
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- **Intergovernmental / Community Relationships**
- Maintain positive relationships with local, county, and state officials, and neighboring public safety departments.
- Provide annual updates to the city councils of the member cities of the EFD Joint Powers Agreement.
- Coordinate mutual fire and emergency protection plans with surrounding municipalities while also working with disaster preparedness directors in planning for and implementing disaster response activities.
- Attend community events and participate in public relations activities.
- Serve as an Ex-Officio member on the Excelsior Fire District Relief Association's board of directors.
- Field questions from the public and maintain effective working relationships with member cities staff, building inspectors, and business owners as required.
- Build and maintain positive relationships with civic groups; Chamber, Rotary, etc.

### **Human Resource / Supervision**

- Responsible for all human resource management functions and implement programs to maintain excellence in Fire and EMS personnel. Responds to grievances and is responsible for the discipline and professional conduct and behavior of personnel.
- Assist in planning, coordinating, supervision and evaluation, while also participating in the training of District personnel to safely and professionally carry out the functions of the District.
- Develop and implement an employee development program for the District, and formally evaluate officer and firefighter performance.

### **Financial**

- Prepare and present an annual report to the Board. Put together monthly reports on activities of the District for the Operating Committee and Board.
- Prepare and administer an annual budget and capital equipment plan with assistance from the officers. Approve purchase requisitions.

**Qualifications:**

- Associates or bachelor's degree in Fire Science Technology, Public or Business Administration or equivalent. (Five years of fire service management experience beyond seven years may be substituted for a degree.)
- Seven to ten years of fire department experience with increasingly responsible command experience – Fire Chief experience preferred. Experience in a paid on-call and duty crew staffing model is also preferred.
- Water safety and water and ice rescue experience is preferred.
- Must live or be willing to relocate to live within 15 minutes of Excelsior Fire District Station 1 or 2.
- Minnesota State certified Firefighter I & II, and EMT-B.
- Valid Minnesota driver's license (or ability to acquire).
- Ability to meet physical standards established for employees of the District.
- Familiar with the Minnesota Fire Code.

**Desired Knowledge, Skills and Abilities:**

- Oral and written communication skills to effectively interact with the Board, personnel, governing bodies, other agencies and the general public to promote the District's mission and the public's safety.
- Incident Command and Hazardous Materials knowledge and experience.
- Fire training instructor experience.
- Knowledge of and demonstrated ability in general principles of organizational management.
- Effective leadership and management principles and practices.
- Practical knowledge and experience in fire prevention programs.
- Fire Marshal or Fire Inspector experience and a strong working knowledge of plan review and fire protection systems and their components.
- Knowledge of the latest edition of the International Fire Code along with state and local fire codes.
- Principles and practices of budgeting (operating and capital), communication, contracting, human resources, basic computer competencies, public relations, project management, outreach, performance standards, telecommunications, records management, data practices, and resources to achieve outcomes and expectations.
- Ability to develop and maintain excellent labor/management relations. Ability to cultivate ideas and/or suggestions from employees at all levels of the organization within the District in order to establish trust and enhance communication on an on-going basis.
- Create a culture that is able to select, recruit, retain, develop and motivate a skilled and talented workforce where all employees know their mission, role, job; clearly communicates goals and objectives in order to create an organization that delivers

excellent customer service through ethical leadership standards and establishes an atmosphere of respect for employees.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in the office, vehicles, and outdoor settings in all types of weather conditions, including temperature extremes at all times of the day or night. Work is often performed in emergency and stressful situations. Individuals are exposed to hazards associated with fighting fires, executing rescues, and rendering emergency medical assistance including smoke, noxious odors, fumes, chemicals, solvents, oils and pathogens.

The employee occasionally works near moving mechanical parts and in high, precarious places and is often exposed to wet and/or humid conditions, fumes and airborne particles, toxic or caustic chemicals, and risk of electrical shock and vibration.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of the job, the employee is frequently required to sit, talk or listen, stand, walk, manipulate, handle, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl and taste or smell.

The employee must frequently lift and/ or move up to 10 pounds and occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.