



City of Coatesville

Job Description

FIRE CHIEF

Job Specifics

Employer:	City of Coatesville	Dept:	Fire
Title:	Fire Chief	Union Affiliation:	n/a
Reports To:	City Manager	FLSA Classification:	Salaried -Exempt
Salary:	\$70,000 - \$75,000	Benefits:	Full
Revision Date:	November 1, 2011	Schedule:	M-F / 40 hr work week

Position Background

The Fire Chief manages, coordinates and directs the delivery and support of emergency and non-emergency services to the citizens of and visitors to Coatesville. The Chief is responsible for the supervision of all volunteer, part-time and full-time career staff. The Fire Chief must exercise discretion, sound judgment and initiative while being committed to organizational values and providing on-target customer service and positive community relations.

Essential Duties & Responsibilities

- Determines a plan of action for the Fire Department's answering of calls for service.
- Makes decisions as to the best methods of extinguishing the fire and the saving of lives.
- Plans for the purchase and maintenance of equipment and apparatus.
- Recommends awards to personnel for superior service.
- Promotes fire prevention activities.
- As Chief Executive of the Coatesville Bureau of Fire, manages all volunteer and career personnel.
- Provides supports to the Emergency Management Coordinator.
- Prepares reports for the City Manager and department on a regular basis or as needed.
- Prepares the department's operating budget.
- Prepares and implements regulations governing the department.
- Participates in emergency and civic activities as needed.
- Maintains control of all purchases and expenditures.
- Follows and enforces all federal, state, local and department rules and regulations.
- Hears and handles complaints from citizens, members of other departments or department members.
- Handles all media requests.
- Creates and develops marketing strategies in order to promote the department.
- Critiques operations and develops departmental training programs.
- Provides support to the Human Resource Manager in maintaining all Fire Department personnel records.

Minimum Qualifications

- A Bachelor's Degree preferably in Fire Science or related field
- 10 years of experience in Fire or Emergency Management Services
- At least 5 years supervisory experience
- An equivalent combination of education and experience may be substituted
- Must possess a valid driver's license and be physically able to operate a vehicle safely.
- Must have knowledge of the operation of all Fire Department equipment and apparatus.
- Must have the ability to learn and observe proper safety precautions.
- Must have knowledge of federal, state, local and departmental laws/regulations.
- Must maintain managerial control under potentially stressful conditions.
- Must work cooperatively with superiors, subordinates and peers.
- Must exercise a high degree of self-discipline.

Competencies

- Action Oriented & Attention to Detail
- Conflict & Change Management
- Customer Focus
- Teamwork & Collaboration

Knowledge, Skills & Abilities

- Must be Fire Officer III certified or equivalent.
- Meet and maintain requirements of an Active Firefighter
- ICS 100, 200, 300, 400, 700, 800
- Pump Operations 1 & 2 or equivalent
- Vehicle Rescue Technician
- Fire Inspector II or equivalent
- Truck/Ladder Company Operations
- Emergency Vehicle Operators Course
- PA Emergency Medical Technician - Basic
- Must be able to communicate orally in the English language with the public in a one-to-one or group setting
- Must produce written documents in the English language with clearly organized thoughts with proper sentence construction, punctuation, and grammar

Physical Requirements

Frequent sitting, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 35 pounds. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Disclaimer

Please note: Management reserves the right to add, modify, change or rescind work assignments as needed.

The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

Application Requirements

To Apply:

Go to www.coatesville.org, select **Administration** then **Human Resources** then **Job Opportunities** to access the application for employment. Once completed, please forward to the Human Resources Department, along with a cover letter. Application can be emailed to Noxendine@coatesville.org **NO PHONE CALLS PLEASE**

Application deadline:

NOVEMBER 18, 2011