



## Fire Chief

The City of Coatesville is one of the fastest growing urban areas in the region. Coatesville is a dynamic and diverse community experiencing economic revitalization. City employees are valued members of a team that collaborate, improve and succeed together. The City offers exceptional benefits, competitive wages, a supportive and positive working environment, and opportunities for professional development. The City of Coatesville is an Equal Opportunity employer.

### Position Specifics

<b>Department:</b>	Fire Department
<b>Reports To:</b>	City Manager
<b>Union Affiliation:</b>	N/A
<b>FLSA Classification:</b>	Exempt
<b>Schedule:</b>	Full time, some evenings and weekends
<b>Pay Rate:</b>	\$76,000 - \$100,000
<b>General Benefits:</b>	Medical, vision, dental and wellness; pension and/or retirement contribution plan; paid time off and holidays; life insurance and disability

### Position Summary

The Fire Chief will exercise strong leadership abilities, strategic and visionary thinking that will have long-term organization-wide application and impact, including the development and implementation of critical programs, and supervision of multiple assigned functions, divisions, and significant resources.

The Fire Chief will have more than 18 years of public and private safety experience in the planning, organizing and administration of all fire department operations. Possesses huge knowledge in fire administration, training, public relations, equipment management, budget management, and the enforcement of regulations, policies and procedures related to fire suppression, investigation and prevention, disaster response, hazardous material response, rescue and emergency services.

The Fire Chief provides administrative and technical direction for all Fire Department functions, operations, and personnel through the supervision of staff and review of their activities. The Fire Chief works under the direct supervision of the Coatesville City Manager, and is responsible for: Reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, developing and implementing policies and procedures, administration of the merit system; administration of the labor relations program; and providing policy guidance. The Fire Chief is responsible, through study and consultation with elected officials, for developing recommendations for the protection of life and property in the City and region.

## Essential Duties & Responsibilities

- Manage all volunteer and career personnel.
- Support the Emergency Management Coordinator.
- Prepare reports for the City Manager and department on a regular basis or as needed.
- Oversee the department operating budget.
- Maintain an accurate record of all business transacted by the fire department.
- Direct activities of Fire Division within the Public Safety Department including all fire suppression, fire prevention, fire code enforcement, emergency medical services, and related functions and activities.
- Coordinate fire operations with EMS partners and regional stakeholders
- Train and motivate firefighting personnel as well as supervise firefighters engaged in operation and maintenance of fire stations equipment.
- Coordinate and assist in the City's emergency disasters mitigation and civil defense plan by managing the City's Emergency Operations Center (EOC) and collaborating with other agencies that share the technologies and workspace within the joint operations.
- Evaluate fire prevention & fire control policies by keeping abreast of new techniques conducting studies of departmental operations, and coordinated mutual fire protection plans with neighboring municipalities.
- Critique operations and develop departmental training programs.
- Conduct inspections of personnel, quarters, apparatus, equipment. Plan for the purchase and maintenance of equipment and apparatus.
- Engage with community groups, non-profit organizations, business owners, state and local officials, and other stakeholders to assess laws and policies related to fire prevention and safety.
- Maintain sufficient knowledge of new trends in the field of fire science and emergency medical services and supervise the development of new fire mutual aid and automatic agreements & procedures.
- Determine a plan of action for the Fire Department's answering of calls for service.
- Recommend awards to personnel for superior service.
- Prepare and implement regulations governing the department.
- Participate in emergency and civic activities as needed.
- Follow and enforce all federal, state, local and department rules and regulations.
- Create and develop marketing strategies in order to promote the department.
- Supporting the Chief of Police/Director of Public Safety by conducting a variety of organizational studies, and investigations and recommend modifications to fire programs, policies, and procedures.

## Qualifications

- Bachelor's Degree preferably in Fire Science or related field
- 10 years of experience in Fire or Emergency Management Services
- Must possess a valid driver's license and be physically able to operate a vehicle safely.

- Must have experience in rescue and disaster operations, and vehicle extrication
- Required to live within 20 miles of the City of Coatesville (negotiable)
- At least 3 years management/supervisory experience
- An equivalent combination of education and experience may be considered
- Must have knowledge of the operation of all Fire Department equipment and apparatus.
- Must have knowledge of federal, state, local and departmental laws/regulations.
- Must maintain managerial control under potentially stressful conditions.
- Must work cooperatively with superiors, Union representatives, and fire fighters.
- Must exercise a high degree of leadership and problem-solving.

### **Competencies**

- Strong Leadership, Analytical and Teambuilding Competencies
- Experience in Budget and Department Financials
- Experience in Scheduling Management
- Ability to deal with confidential material in a discrete manner
- Experience in Union Negotiations and Collaboration
- Understanding CBA agreements
- Fire and Safety Certifications
- Highly competent in assessing and eliminating risks and hazards, formulating policies and providing safety manual and employee instructions
- Innovative and Action Oriented
- Astute interpersonal skills
- Retention Driven

### **Knowledge, Skills and 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.

## **Disclaimer**

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.

## **How to Apply**

Email your resume and personal statement to [careers@coatesville.org](mailto:careers@coatesville.org)