

**CITY OF TOPPENISH**  
**Class Specification**

<b>Title:</b>	FIRE CHIEF	<b>Department:</b>	Fire
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	City Manager
		<b>Effective Date:</b>	January 1, 2009

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**General Summary**

Plan, direct, manage and oversee the activities and operations of the Fire Department, including fire suppression, hazardous material mitigation, fire and municipal code compliance, emergency medical services and administrative support services; coordinate assigned activities with other City departments and outside agencies; provide highly responsible and complex administrative support to the City Manager.

**Essential Functions/Major Responsibilities**

Assume full management responsibility for all Fire Department services and activities.

Perform all duties in accordance with the City of Toppenish's Operations Manual for the Fire Department, and in compliance with City Policies and Procedures manuals.

Develop and maintain collaborative and respectful working relationships with administrative team members and others; work and act as a team player in all interactions with other city employees.

Provide a high level of customer service at all times; project and maintain a positive image on behalf of the City of Toppenish with those contacted in the course of work.

Manage the development and implementation of Fire Department goals, objectives, policies and priorities for each assigned service area and allocate resources accordingly.

Supervise and assist in inspections for compliance with the International Fire Code and municipal codes, and where appropriate issue notices of civil infractions for code violations; prepare code violation reports and appear in municipal court as necessary to provide testimony and evidence in support of notices of civil infractions.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Fire Department to other City departments, elected officials and outside agencies; explain, justify and defend Fire Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

## FIRE CHIEF

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Select, train, motivate and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct and coordinate, through subordinate level managers, the Fire Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; prepare and implement budgetary adjustments as necessary.

Coordinate Fire Department activities with those of other departments and outside agencies, schools, and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Oversee Fire Department personnel at a variety of emergency incidents. Ensure that proper and efficient emergency fire, medical, and other emergency services are provided in accordance with approved and accepted emergency management techniques. Assist with the training of all departmental personnel and the maintenance of all equipment and facilities. Conduct and oversee safety inspections. Prepare budgets and reports.

### **Secondary Functions**

Provide building and grounds maintenance functions.

Perform other related duties as assigned.

### **Job Scope**

Position encounters a wide diversity of work situations. Job involves a high degree of complexity or difficulty due to life threatening, nebulous, and/or quick response situations. At times, determines own practices and procedures and/or contributes to the development of new concepts. Operates independently with minimal supervision. Work is not normally checked or verified by others. Errors in work or judgment could cause injury or death to others, adversely affect property, or cause monetary loss. Decisions are made within City organization policy constraints and generally accepted fire codes, and/or state or federal laws. Responsible for the preparation and management of the Department's Budget, long range operational and strategic planning, and all Fire Department assets

### **Supervisory Responsibility**

Position has full supervisory responsibilities for all fire officers and firefighters.

### **Interpersonal Contacts**

Contacts are normally made with others both inside and outside of city government. Close contacts are made with the police department and residents of the city. Contacts frequently contain confidential/sensitive information necessitating discretion at all times. Majority of contacts are made with city employees and are generally face-to-face or via telephone. Contacts are usually made on own initiative.

### **Specific Job Skills**

Possess an expert knowledge of the operation of emergency fire and medical equipment, computers, radio communication equipment, etc. Possess a thorough knowledge of accepted rules, regulations and procedures regarding emergency fire and medical procedures and techniques. Possess the ability to analyze a variety of situations and make quick logical decisions. Possess strong written and verbal communication skills. Ability to operate a variety of motor vehicles. Possess strong interpersonal skills, telephone etiquette, the use of discretion in all contacts and the capacity for mentoring and teamwork. Mental activities include decision making, applying interpersonal and customer service skills, use of discretion and participating in a team environment. Ability to read, speak write and understand English. Physical activities require the ability to exert a high level of energy at times, the ability to stand, bend, reach, sit, stoop walk, kneel, feel, handle, grasp, and to keyboard. Also possess the physical abilities to talk and hear.

### **Education and/or Experience**

Position requires some higher education beyond high school or vocational training specializing in Fire Science and a minimum of five to eight years experience as a fire fighter. Possess an Emergency Medical Technician certification, an Instructor's certification and a Washington State Driver's License. Possess an Emergency Vehicle Accident Prevention Instructor certificate and an Incident Safety Officer certification.

### **Job Conditions**

Job requires the ability to lift and carry one hundred pounds, to climb on uneven surfaces, operate power tools and to wear 100 pounds of extra equipment. Ability to work in dark, hot and smoke-filled spaces. Job may require substantial evening meetings and to be in an "on-call" status. Job involves heavy lifting and exposure to hazardous situations. At times works alone.

APPROVED:

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William C. Murphy, City Manager