

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Fire Chief	Job Code: 4421
Date: October 16, 2023	EEO Code: OA
FLSA Designation: Exempt	Civil Service: Non-Covered

DEFINITION: This is executive direction and administration work with responsibility to plan, organize, and direct all activities of the City Fire and Rescue Department.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Mayor and/or Chief Administrative Officer and performs all work under administrative direction. This work is distinguished by its overall administrative responsibility for the efficient, effective, and lawful management of the department.

ESSENTIAL DUTIES: Oversee and direct all departmental activities, programs, personnel, and strategies; analyze daily departmental operations and activities to identify and resolve inefficiencies and administrative/operational concerns; plan, organize, and implement fire prevention and suppression programs, safety inspections, disaster and emergency response management, rescue operations, emergency medical care, and public education/outreach; assess and meet fire, rescue, and emergency response needs of the community through organization of forces, workforce deployment, equipment use, facility review, and community relations programs; coordinate department functions with other related operations including multi-agency fire protection plans; develop, implement, and review department policies, procedures, and standards; remain current with applicable Federal, State, and local legislation and codes; adapt existing policies in conjunction with changing laws; command emergency scenes as needed; prepare and submit a timely departmental budget and monitor and approve departmental purchase orders and expenditures; oversee creation and management of subordinate budgets; anticipate possible deficit areas and develop measures to handle them; direct procurement of new equipment, including researching innovative procedures/equipment to advance department efficiency and ability; prepare records and reports.

Supervise, plan, and coordinate work of assigned staff including workload scheduling and coordinating workflow; ensure staff training is completed and appropriate certifications are maintained; ensure appropriate documentation of department activities; review varied staff records and reports; ensure work is completed accurately, efficiently, and by deadlines; identify, evaluate, and resolve personnel concerns according to established Civil Service rules; conduct performance evaluations; make department staffing decisions including hiring and firing; act as City/department representative for various boards, groups, and committees; attend varied meetings and make presentations to Council, City Administration, and other groups; respond to requests from the public, media, and other parties; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Fire Science, Emergency Management, Public Administration, or related field and 5 years of fire command experience which includes a comprehensive range of fire safety, urgent rescue, emergency management, and EMS. Experience in budget management, fire program planning, community relations, and workforce management required **OR** an equivalent combination of education, training, and/or experience [substituting each 1 year of post-secondary education/training for 6 months of experience].

License(s)/Certificate(s): A valid, lawful Driver License is required. Recommended certificates: State of Utah Fire Officer II, CPR, and Advanced First-Aid.

SELECTION FACTORS: *Knowledge of:* laws, codes, rules, and regulations governing the position; all areas of fire and emergency response at the local level including prevention and suppression, safety, inspections, disaster response, rescue operations, emergency medical care, and public outreach and education; fire investigation methods and techniques; principles and practices of municipal government; modern supervisory and management practices; basic English composition, spelling, and grammar; budget preparation and administrative process; operations, functions, and terminology common to the work. *Skill in:* dealing with stressful situations firmly, tactfully, and with respect for individual rights; observing and remembering detail; preparing clear, concise, and informative reports and presentations on a wide variety of complex subjects; organizing assigned work and developing effective work methods; conducting confidential investigations and handling sensitive issues; practicing trust-building behaviors. *Ability to:* act ethically and continually demonstrate high moral character; drive motor vehicles in a safe manner; recognize potential and actual dangers and determine proper courses of action; plan, organize, and direct major staff functions and operations; quickly and accurately perform work; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; maintain a high level of discipline and morale in the department; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to customer service principles.

TOOLS AND EQUIPMENT USED: Computer, basic office machines, basic software, department-specific software, handheld radio, flashlight, audio and video recording devices, telephone, breathing apparatus, safety clothing, power tools, hand tools, hoses and appliances, ropes, rescue equipment, emergency medical equipment and supplies, HAZ-MAT tools and equipment, fire vehicles, other firefighting equipment.

PHYSICAL DEMANDS: Requires physical strength and agility to perform firefighting activities as needed. Must meet department physical fitness standards. Requires long hours without sleep during some incidents.

ENVIRONMENTAL FACTORS: Work is primarily inside with occasional exposure to adverse weather conditions, hazardous materials, and dangerous situations including threat to life. Regular exposure to deadlines and stressful situations, including contact with individuals in emotionally charged situations.


 Mayor/Chief Administrative Officer

10-16-2023
 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.