

Fire/EMS Director

POSITION SUMMARY:

Under the supervision of the City Administrator, the Fire/EMS Director is responsible for the daily administration of the City Fire/EMS department. The Fire Director supervises all Firefighters/EMS personnel within the department and ensures that all duties of the department, most important of which are the protection of life and property within the city are carried out in an efficient and effective manner. The Fire/EMS Director is an exempt position under FLSA.

ESSENTIAL FUNCTIONS:

- Serves as the City's Chief Fire/EMS officer;
- Ensures enforcement of all department and safety policies and procedures;
- Submits budget requests and manages the department budget;
- Coordinates/submits departmental payroll;
- Engages in ambulance billing on an as needed basis;
- Supervises crews during Fire/EMS operations, including high angle, confine space, vehicle extrication, hazardous materials incidents, water rescues, rescue emergency medical calls or any other incident that the department might respond to.
- Investigates the cause and origins of all fires within the jurisdiction of the department;
- Prepare and maintain a variety of technical department activity reports and records, including detailing activity at all emergency and non-emergency calls.
- Ensures that the fire station is cleaned properly;
- Maintains department vehicles, fire pumps and equipment;
- Tests all equipment for safety and reliability, including fire pumps, hoses, ladders and hydrants;

MARGINAL FUNCTIONS:

- Provides extension of fire protection to the surrounding township and county as needed;
- Purchases needed materials for the city's fire and ambulance service;
- Oversees the fire inspection program of the department to ensure all buildings are inspected as required by state and local laws/ordinances;
- Maintains/repairs Fire/EMS station A/C units, electrical, and plumbing systems;

POSITION REQUIREMENTS:

Experience: The Fire/EMS Director is expected to have a minimum of ten (10) years of similar or related experience and is expected to acquire the necessary knowledge and skills to perform the job reasonably well within one (1) year of hiring.

Education: The Fire/EMS Director is required to have a high school diploma or GED equivalent; and possess certifications as a Firefighter (1) and (2), Driver Operator, Fire Instructor (1), Fire Inspector (1), Fire Officer (1), and Kansas EMT. Additional desirable education: certification as a Kansas AEMT or Paramedic, an Associate's degree in fire science and or a Bachelor's degree in business management.

Technical Skills: In addition to the minimum education requirements listed above, the employee is expected to have training in NIMS to the 300 and 400 level, possess a Class B drivers' license, or above. The employee should also be able to operate fire pumps, SCBA equipment, and have a strong knowledge of current fire suppression techniques, rescue activities, and modern medical treatment techniques. Safe

handling of hazardous materials releases, and disaster management skills are needed. The employee must be able to understand and anticipate problems, prepare reports, follow and enforce department and city policies/procedures, and to read and interpret written instructions, maps, manuals, and instructional materials. This employee should possess excellent public relations, supervisory, organizational, oral, and written communication skills.

Problem Solving: Independent problem solving is involved in this position. This employee encounters problems with personnel issues, fire suppression and other emergencies, patient care and assessment, and ensuring proper staffing levels are maintained.

Decision Making: Independent decision making is involved in this position. The Fire/EMS Director makes critical decisions concerning the safety of life and property of citizens as well as the employees within the department. The Fire/EMS Director makes decisions on a daily basis about resolving personnel issues, coordinating department activities, and enforcing department and city policies and procedures.

Supervision: The Fire/EMS Director exercises frequent supervision over personnel within the Fire/EMS department and is supervised by the City Administrator.

Financial Accountability: The Fire/EMS Director is responsible for city and departmental equipment and resources. The Director has authority to purchase needed supplies and/or equipment up to a predetermined limit, within the approved budget, without prior approval and participates in the annual budget process for the Fire/EMS department.

Personal Relations: This employee interacts daily with other employees, particularly within the Fire/EMS department, and with the public. The Director interacts with other supervisors, the city administrator, the governing body and with the public in general. Strong oral and written communications skills are required.

Working Conditions: Much of the Directors duties are conducted indoors. However, at times, the Director may be required to answer calls as well. Due to this possibility, adverse working conditions exist within this position. Exposure to weather extremes, excessive noise, heights, confined areas, and contact with asbestos, explosives, hazardous chemicals, human blood/fluids, infectious disease and possibly radiation are all within the scope of the Directors duties.

Physical Requirements: The Fire/EMS Director must be in good physical condition, able to withstand the rigorous duties of firefighting in the event that he/she may be required to fill in and respond to a call. Additionally, the Director must be able to lift patients, equipment, etc.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.