

City of Martinsburg



JOB: FIRE CHIEF	DATE: 12/14/2018
PAY GRADE: 28	CODED TITLE: 200
PAGE 1 OF 5	REPORTS TO: CITY MANAGER

1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: FIRE CHIEF

• PAY STATUS: NON-EXEMPT	CODED TITLE: 200
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2. REQUIREMENTS:

Education:	High school graduate; seven (7) years of experience in fire or emergency medical service work, three (3) years of which must have been equivalent to Fire Lieutenant of higher or any combination of education and experience equivalent to graduation from high school.
Licensing, Registration or Certification:	Background check must be satisfactory. Pre-employment screenings must be passed. Must possess and maintain a valid drivers license. Any other requirements as prescribed by the West Virginia State Code and/or required by the Martinsburg City Council.
Experience	Education and experience listed above and/or combination of education and experience equivalent to education requirement listed above.
Skills, Knowledge and Abilities:	Must have extensive administrative, fire scene and emergency experience of a wide and progressively responsible nature. Must a comprehensive knowledge of fire administration, including organization, staffing, finance, equipment management and maintenance, records and reports. Must possess comprehensive knowledge of modern principals of modern firefighting techniques and equipment; thorough knowledge of the laws and regulations relating to the control and prevention of fire. Ability to plan, implement and review the activities of the Fire Department. Ability to exercise sound judgment in emergencies. Ability to analyze the effectiveness of the firefighting organization and to institute improvements. Ability to prepare and review reports. Ability to drive and operate all apparatus and equipment. Must be able to use and operate radios, pager, computers, telephones, copier and fax machines. Must possess physical endurance and agility and ability to perform work requiring good physical condition. Ability to communicate ideas effectively both orally and in writing, with people

City of Martinsburg



JOB: FIRE CHIEF	DATE: 12/14/2018
PAY GRADE: 28	CODED TITLE: 200
PAGE 2 OF 5	REPORTS TO: CITY MANAGER

		<p>on all levels.</p> <p>Ability to speak clearly and fluently before a group of people.</p> <p>Ability to train and supervise subordinate personnel.</p> <p>Ability to exercise sound judgment in evaluating situations and making decisions.</p> <p>Ability to give and receive verbal and written instructions.</p> <p>Must represent the City in a professional and ethical manner.</p> <p>Ability to establish and maintain effective working relationships with City officials, department heads, associates and the general public. Must be able to deal with same without jeopardy.</p> <p>Must have awareness of pollutants, explosives and hazardous substances at the fire scene.</p> <p>Occupancy inspections require knowledge structures and awareness of site conditions that may be dangerous to inspectors.</p>
<p>Physical: Most assignments are administrative and require physical effort only about 20% of the time.</p>	<p>Body Positions:</p>	<p>Standing, walking, sitting,</p>
	<p>Body Movements:</p>	<p>Frequently use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Reach with hands and arms.</p> <p>The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, taste and smell.</p> <p>Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.</p> <p>Driving.</p>
	<p>Body Senses</p>	<p>Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.</p>
<p>Mental:</p>	<p>Language</p>	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.</p>
	<p>Supervision Exercised</p>	<p>Supervises all employees within the department.</p>

City of Martinsburg



JOB: FIRE CHIEF	DATE: 12/14/2018
PAY GRADE: 28	CODED TITLE: 200
PAGE 3 OF 5	REPORTS TO: CITY MANAGER

	Reasonable Accommodations	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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3. WORKING CONDITIONS: Fire Chief is an normally an administrative position, but the Chief may attend major fires to oversee the on-site management of a fire. The Fire Chief works under the direction of the City Manager. The normal work environment for administrative duties is in a comfortable office environment. Conditions in the field at the scene of fires or emergencies can be uncomfortable and there is possible exposure to various climatic conditions. Noise level is usually low in the office environment and loud at emergency scenes. Individuals must be aware of pollutants, explosives and hazardous substances at the fire scene. Occupancy inspections require knowledge of structures and awareness of site conditions that may be dangerous to inspectors.

4. TASKS and DUTIES OF JOB: General Definition: Performs technical administrative, supervisory and complex fires services work directing the full activities of the Fire Department. Work is often performed under emergency conditions and frequently involves considerable personal hazard. Work is performed under the general supervision of the City Manager.

1	Maintains the required confidentiality of all work. Certain assignments and job duties must be kept confidential. Investigations may result in court action or ordinance enforcement. Supervision of personnel requires confidentiality.
2	Plans, directs and reviews the activities of personnel performing fire prevention, suppression and emergency medical services.
3	Makes recommendations for the establishment and maintenance of an adequate fire defense.
4	Responds to and takes command of firefighting personnel at major fires.
5	Is responsible for the maintenance of apparatus, equipment, stations and other supplies necessary for the safe and efficient operation of the department.
6	Makes assignments and supervises subordinate officers; establishes department policies and procedures subject to the City Manager.
7	Makes recommendations concerning amendments and improvements in the building codes and other regulating ordinances affecting fire prevention and firefighting programs.
8	Is responsible for the enforcement of the City of Martinsburg Fire Prevention Code.
9	Prepares and submits monthly reports to the City Manager regarding the Department's activities and prepares a variety of other reports as appropriate including the annual report of activities.
10	Plans departmental operation with respect to equipment, apparatus and personnel; supervises the

City of Martinsburg



JOB: FIRE CHIEF	DATE: 12/14/2018
PAY GRADE: 28	CODED TITLE: 200
PAGE 4 OF 5	REPORTS TO: CITY MANAGER

		implementation of such plans.
11		Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the departments' activities.
12		Attends conferences and meetings to keep abreast of current trends in the field; represents the city Fire/EMS Departments in a variety of local, county, state and other meetings.
13		Prepares reports for City officials, state and national organizations.
14		Prepares long range plans for the development of fire protection services.
15		Directs the operation of departmental in-service training activities.
16		Evaluates the work of subordinates.
17		Prepares minimum standards for department personnel.
18		Performs the duties of subordinate personnel as needed.
19		Any and all other duties assigned by the City Manager.
5. MEASURES OF PERFORMANCE:		
1		Has a thorough understanding of job duties.
2		Shows an interest in job and City. Represents the City in a professional and ethical manner.
3		Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers and all contacts.
4		Accepts and adapts to change, Learns new things quickly.
5		Cares about quality-rarely makes errors, Requires little direct supervision.
6		Has ability to multi task in changing situations, without undo stress or frustration.
7		Practices quality employee/customer service/phone manner.
8		Accurate in duties as assigned.
9		Prepares required reports accurately and timely.

City of Martinsburg



JOB: FIRE CHIEF	DATE: 12/14/2018
PAY GRADE: 28	CODED TITLE: 200
PAGE 5 OF 5	REPORTS TO: CITY MANAGER

10	Strives to develop and maintain skills necessary to progress in the Fire Chief position. Seeks opportunities to grow and develop in position.
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I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.

Employee	Date	Supervisor	Date