



## City of Lake Oswego, Oregon

### Job Description

#### **FIRE CHIEF**

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 465**

**Job Code: 3090**

#### **Summary**

Under general direction, plans, organizes and directs the City's emergency and non-emergency service programs including fire suppression, emergency medical response, ambulance, dive rescue, technical rescue operations, disaster response, fire prevention and inspection, code enforcement and public safety education programs. Develops departmental goals for department and develops and administers fire and life safety protection service contracts with rural fire protection districts. Plans and administers annual departmental budget.

#### **Essential Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Oversees the emergency service delivery program including determining how emergency incidents should be mitigated, deployment of resources such as equipment and fiscal expenditures, goal planning and emergency operations. Evaluates program and determines changes to be implemented.
2. Oversees non-emergency service delivery programs including determining delivery of mandated services such as code enforcement, delivery of non-mandated services such as prioritization and delivery methods and allocation of resources. Evaluates program and determines changes to be implemented.
3. Oversees support programs including determining goals and priorities, methods and techniques, resources necessary and evaluation processes.
4. Supervises support staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
5. Acts as a liaison with the City Manager, other department heads, elected officials, outside agencies, business and community representatives and other organizations including determining how to handle controversial issues.
6. Establishes short-, mid- and long-range goals and objectives including determining priorities, methods, implementation, timetables, resources and evaluation methods. Presents goals and objectives to the City Manager and City Council.
7. Oversees departmental budget including determining and prioritizing resource needs, capital purchases and establishing programs. Makes budget recommendations to the City Council.

8. Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.
9. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Management theories and principles.
- Budgeting theories and principles.
- Emergency operations and principles for fire, medical, rescue, hazardous materials and disaster scenarios.
- Fire prevention, life safety and public safety education programs.
- Local, state and federal laws governing fire, rescue and life safety.
- Reporting responsibilities to regulating agencies.
- Report writing.
- Presentation techniques.
- Problem resolution techniques.
- Emergency service equipment, e.g., communications equipment, safety vehicles and protective clothing and equipment.
- National Incident Management System.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Apply management theories and practices.
- Prepare budgets.
- Track and recording expenditures.
- Write reports.
- Evaluate program effectiveness.
- Resolve conflicts.
- Make presentations.
- Promote positive public relations.
- Use emergency service equipment, e.g., communications equipment, safety vehicles and protective clothing and equipment.
- Handle high levels of stress in emergency situations.
- Apply fire suppression techniques and Emergency Medical Service delivery.
- Represent the department and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. May be required to provide leadership in emergency situations. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
- Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
- Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Bachelor’s degree in Public Administration or related field and seven years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

May be certified by the State of Oregon as an Emergency Medical Technician Basic or higher.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director** **Date**

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**Human Resources Director** **Date**

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**Employee** **Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*