



# TOWN OF DANVILLE

The Town of Danville will be accepting applications for the position of Fire Chief. Candidates are required to submit an application along with a résumé to the Town Manager's Office. Application deadline is June 28, 2019. Applications and a summary of the position can be found at [www.danvilleindiana.org/HR](http://www.danvilleindiana.org/HR).

## 6.00

## Job Description

## Fire Chief

**Department:** Fire Department Administration

**Position:** Fire Chief

**Reports to:** Fire Commissioner - Town Council

**Work Relationships:** In performing the various functions of the position, the Fire Chief must interface with individuals from all divisions and levels of the Department, all Town Departments, the general public, and the professional community. As determined by specific circumstances, the manner of interaction will range from supervisor to subordinate, instructor to student, and information source to problem solver.

**Purpose of the Position:** The purpose of this position is to have available a person to be responsible to oversee and manage the day-to-day operations of the Fire Department. This person further has a responsibility to project strong leadership qualities in the department, contributing to the development of the department as it relates to creating an effective and professional culture. This person will be responsible for making decisions regarding such issues as recruitment, acquisition of property, maintenance of equipment and facilities, training, education, personnel management, and disaster planning as it relates to the community. The person in this position will provide guidance to the department by identifying goals, providing educational and training opportunities for station personnel, assisting in developing and implementing new policies, and directing the overall operations of the Fire Department. In addition, this person has a unique responsibility to provide leadership within the community. This person must be capable of interacting with various people of the community in conjunction with other departments of the Town regarding the future growth and direction of the Town as it relates to issues such as community strategic planning and disaster planning.

**Essential Functions:** The following functions have been determined by the Department to be essential to the successful performance of this position.

1. Upon arrival of an incident scene, coordinates, directs and supervises all activities. This includes but is not limited to:
  - a. Performs as the incident commander at the incident scene in accordance with the department's Standard Operating Procedures at the shift level. This includes but is not limited to the following tasks:
    1. Assumes command. The ranking member of the first arriving Company shall assume command. Using a radio, transmits a brief initial report containing the following information to the Dispatch Center:
      - a. Actual location of the incident.
      - b. Brief description of the incident and report of conditions.
      - c. Designation of the individual assuming command and incident name.
    2. Assesses Incident Priorities. Incident priorities provide a framework for command decision making. Tactical activity may address more than one incident priority simultaneously:
      - a. Life Safety (first priority)
      - b. Incident Stabilization (second priority)
      - c. Property conservation (third priority)

3. Performs Size-Up. The incident Command must perform an initial assessment of the situation, incident potential and resource status.
  4. Selects the Strategic Mode. Such operations are either an offensive or defensive mode.
  5. Defines strategic goals and establishes tactical objectives.
  6. Implements the action plan.
  7. Implements the accountability tag system. When necessary, keep track of personnel on an incident by use of accountability tracking system.
  8. Implements incident staging when appropriate based on resources.
  9. Transfers Command. When command is transferred, the transfer will be accompanied by an appropriate status report. The status report will include the following information:
    - a. The status of the current situation.
    - b. Resources committed to the incident and responding, as well as the present incident organizational structure.
    - c. Assessment of the current effect of tactical operations.
2. Performs research and prepares accurate and timely reports for various projects.
  3. Informs staff of new policies and procedures as determined by the Town. These may include, but are not limited to fire and rescue operations, emergency management, fire prevention codes and ordinances and personnel policies.
  4. Conducts meeting relevant to the department including administrative staff meetings, special project meetings, etc. Gathers relevant information, develops the agenda and facilitates discussion.
  5. Interacts with the public in a positive manner. This includes but is not limited to the following tasks:
    - a. Attends various meeting such as Town Council meetings and acts as liaison between the Town and the Fire Department
    - b. Responds to public inquiries and complaints in a positive manner regarding the department, fire safety, etc.
    - c. Attends community meetings to provide information while projecting a positive image of the department.
    - d. Prepares and delivers formal presentations to various groups such as Chamber of Commerce, Kiwanis, neighborhood associations, school groups, etc.
    - e. Responds to questions from media providing information to media representatives, maintaining ongoing relationships with media personnel when necessary.
    - f. Provides information regarding various development projects ensuring developers are aware of the various codes. Also evaluates businesses to ensure their operations meet code requirements and comply with fire regulations.
  6. Oversees the financial matters for the department. This includes but is not limited to the following tasks:
    - a. Oversees the administration of the budget. Maintains records of the financial expenditures for the fire department and ensures the various accounts

- are balanced.
  - b. Ensures that the guidelines as set forth in the various budgets are adhered to and that the budget is adequately dispersed over the entire fiscal year.
  - c. Approves capital expenditures for equipment and approves the purchasing of supplies, services, and personnel.
  - d. Negotiates contracts between various vendors such as equipment purchases, outside training, consultants, etc.
  - e. Prepares budget requests for the department and submits to the Town council for approval. This includes interacting with council liaison to determine budget needs.
  - f. Negotiates intergovernmental contracts with other municipalities/townships. This includes acting as liaison between such agencies, gathering and presenting pertinent information regarding such contracts and provide technical and statistical information when necessary.
7. Responsible for supervising personnel. This includes but is not limited to the following tasks:
- a. Conducts employee counseling. Meets with subordinate personnel to discuss methods for improving employee performance and discusses performance deficiencies and praises good performance. Discusses career objectives and goals with employees and delegates assignments, when possible, for the purpose of encouraging leadership, team building and cooperation among personnel. Assists in resolution of problems or conflicts presented by employees.
  - b. Maintains disciplinary control of personnel. Ensures compliance with policies and procedures and enforces such rules in a fair and impartial manner. Takes corrective action when necessary and documents and maintains records to substantiate disciplinary actions. Follow-up to ensure behavior is corrected.
  - c. Provides direction to personnel. Reviews activities to determine operational concerns and oversees the scheduling and assignment of personnel and apparatus is based on needs and assignments to be completed. Ensures written and verbal commands are appropriately carried out.
  - d. Oversees disciplinary investigations. Ensures that investigations concerning disciplinary issues, employee grievances and rule infractions are properly completed and reviews reports of disciplinary investigations to ensure accuracy and completeness.
  - e. Oversees the work schedule for the Department. Ensures staffing needs are met as determined by the projected needs of the Department. Approves or denies leave requests as necessary.
8. Makes decisions regarding hiring and promotions. Analyzes staff requirements and determines need for additional/replacement personnel. Conducts interviews and hires staff based on objective criteria. Also provides input, develops testing procedures and designs assessment center exercises for personnel eligible for promotion
9. Oversees and assists in the development and implementation of new policies and procedures. This may include, but is not limited to the following tasks.
- a. Meets with Town council or other government officials as necessary for the purpose of developing new policies and procedures as it relates to the goals and objectives of the Town Of Danville.
  - b. Assists in developing implementation plans for new policies and procedures.
  - c. Ensures the department complies with new policies and procedures.
10. Determines and coordinates special projects as needed such as construction of new station or facility. This includes but is not limited to the following tasks:
- a. Ensures the accuracy and completion of all necessary documentation.

- b. Coordinates personnel needed to complete the project.
  - c. Reviews the projects to ensure goals and deadlines are met.
  - d. Conducts field studies and research regarding the special project. Assesses and compares strategies, develops plans, and provides recommendations.
11. Prepares written communication. This includes but is not limited to the following tasks:
- a. Writes proposals defining the needs and objectives of projects to gain federal grants.
  - b. Completes forms and reports for presentation to the Town of Danville.
  - c. Completes correspondence as necessary.
  - d. Writes news releases concerning Department issues.
12. Demonstrates personal compliance with the physical fitness program and is able to perform basic firefighting/emergency medical tasks during emergency incidents.
13. Ensures personal and departmental compliance with all applicable laws, ordinances, regulations, and standards of good business practice in all department activities and endeavors.
14. Performs all functional duties of firefighter and EMT, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed. For details, see the firefighter/EMT job description.
15. Ensures fire investigations are performed according to departmental procedure, in a timely and thorough manner.
16. Oversees and ensures the accuracy of records and reports such as daily log, personnel records, accident reports, gas log, etc. Also oversees the development and maintenance of computerized and hard copy filing system for easy retrieval of records.
17. Oversees and ensures the routine maintenance and purchase of facilities, equipment, apparatus and supplies. This includes the following tasks:
- a. Inspects firefighting and rescue equipment and apparatus to determine need for replacement and improvement.
  - b. Researches cost and quality of new equipment, apparatus and supplies.
  - c. Ensures that the purchase of new equipment and apparatus and repair of current equipment and apparatus is completed in a cost effective, timely manner.
  - d. Ensures the routine maintenance of the various facilities is completed in a cost effective, timely manner. Also ensures insurance policies on all property, equipment and apparatus is current.
18. Oversees the performance measurement of the department. This includes but is not limited to overseeing to determine that the administrative, educational and training goals, as set forth by the department, are being met. Observes individual performance to determine that the training which is taking place is effective. Occasionally reviews results of written test performance of the department.
19. Provides training and educational opportunities for self, station personnel and the community. This includes but is not limited to the following tasks:
- a. Assists in identifying instructional needs and develop training plans.
  - b. Ensures personnel attend in-service training as scheduled.
  - c. Recommends voluntary training programs for station personnel.
  - d. Attends seminars and conferences as needed.
  - e. Provides fire safety education opportunities throughout the community.

### **Minimum Qualifications:**

- Four year degree in public administration, fire science or related field.
- Five years experience in preparing and managing budget.
- Live within 15 miles of the Danville Downtown Square.

To assume the position of Fire Chief, the individual must have knowledge of Danville Fire Department rules, regulation, policies, and procedures; structure and function of the Department local and county governments; local, state, and federal laws affecting employment practices, budgeting and funding, and emergency service organization; business administration and personnel deployment, management and supervision; fire suppression theories, strategy, tactics, methods and procedures; fire prevention, inspection, and investigation procedures; public education requirements; development of specifications for equipment and facilities; operation within the bidding process; emergency medical and communications systems and procedures; budgeting and purchasing, planning and procedures; program development implementation and evaluation; news media relations; records implementation and evaluation; news media relations; records completion, management, and statistical analysis.

- Must have the ability to direct, coordinate, and/or manage complex operations, analyze problems quickly and take action under stress.
- Must be able to read a wide range of technical literature, write and edit materials for multiple purposes.
- Must be able to handle complex public and Department contracts, deliver lectures, and apply basic mathematical concepts.
- Must be skilled in EMS and firefighting concepts, in the use of a two-way radio, and in application of business management principles.
- Throughout performance of the job, must show attention to detail, emotional stability, personal integrity, good physical condition, creativity, and self-motivation.

The Town of Danville reserves the right to waive any of the minimum qualifications set forth above and to consider any other qualifications or combinations that, in the Town's opinion, will serve as an adequate substitute for those minimum qualifications.

### **Physical Effort/Work Environment:**

- Scheduling flexibility will be required at times in the form of meeting, training sessions, and committee involvement. The work environment will normally be an office setting. However, exposure to heat and cold, fire and smoke, riding in emergency vehicles, and other hazards inherent to the fire service will be encountered in the performance of the position's functions. Transportation will be provided as part of the on-call function, as response may be necessary at any major incident.

### **Principal Accountabilities:**

- Develops goals and objectives necessary to support the achievement of Departmental mission, goals and objectives.
- Guides planning and implementation of programs to achieve division goals and objectives.
- Delegate authority and responsibility to subordinate personnel as appropriate for achievement of goals and objectives.
- Coordinates the plans, projects, and efforts of subordinates to achieve goals and objectives within the divisions, and coordinates own efforts with those of other administrative staff to achieve Department goals and objectives.
- Budgets for achievement of goals and objectives.
- Evaluates the outcome of plans and projects, and the effectiveness of operations and modifies efforts as appropriate.

- Will report directly to the "Fire Commissioner", and work closely with the Town Manager as a liaison to the Town Council and Clerk-Treasurer.

**Secondary Accountabilities:**

- The Danville Fire Department is a combination Department of paid on-call and full-time personnel that provides emergency services twenty-four hours a day.
- The full-time Fire Chief will be paid an annual salary as provided by ordinance approved by the Danville Town Council.
- The full-time Fire Chief will comply with the Town of Danville's Overtime Compensation Policy and Procedures as it applies to an exempt employee.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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