

CITY OF BLACK HAWK
2024 Job Description

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| JOB TITLE: | Fire Chief/Emergency Manager | DEPARTMENT: | Fire Department |
| REPORTS TO: | City Manager | EXEMPT: | Yes/At-Will |
| SALARY RANGE: | \$168,350 - \$235,690 / Annual | | |

SUMMARY

Reports to and receives administrative direction from the City Manager. Plans, coordinates, administers, and directs the operations of the Black Hawk Fire Department. Coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as the City's Fire Marshal.
- Oversee the entire Fire Department.
- Serve as the City's Emergency Manager.
 - Responsible for maintaining the City's Emergency Operations Plan
 - Responsible for managing the City's Emergency Management Funds
 - Responsible for researching, applying for, and managing emergency management grants
 - Responsible for managing the City's Emergency Operations Center
- Possess a working knowledge of the adopted International Building Code, the adopted International Fire Code, NFPA Codes, the Black Hawk Municipal Code, and the Black Hawk Employee Manual. Make recommendations for updates/modifications to codes as needed.
- Possess a level of computer proficiency necessary to operate computer software associated with fire safety and department administration.
- Respond to field emergencies and alarms.
- Develop and administer standard operating guidelines and rules and regulations for the Fire Department. Provide training and continuing education for Fire Department members.
- Direct fire prevention.
- Responsible for the continual testing of all trucks, equipment, hose, and other firefighter equipment.
- Manage the administration of the fire department, fire systems, inspection, training, suppression and prevention functions, and public education.
- Establish short- and long-range departmental priorities, goals, and objectives.
- Establish and maintain short- and long-range financial plans and strategies.
- Prepare and manage departmental budget.
- Develop capital improvement programs.

- Develop and implement fire policies and programs, establishing directives for these programs.
- Prepare and make policy recommendations to the Board of Aldermen.
- Attend various meetings and prepare communication to the Board of Aldermen.
- Act as chief negotiator regarding fire protection intergovernmental agreements and mutual aid agreements.
- Evaluate and make recommendations about new apparatus, tools, and equipment.
- Prepare and implement the Fire Department's disaster plan.
- Meet with citizens and other groups regarding fire and public safety matters.
- Oversee the selection, hiring, training, evaluation, disciplining, and supervision of departmental personnel.

SUPERVISORY RESPONSIBILITIES

Effectively exercises direct technical and functional supervision over firefighters, fire officers, and technical and clerical staff in the Fire Department. The Fire Chief is responsible for the overall direction, coordination, and evaluation of these individuals.

The Fire Chief carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraisal performance and conducting performance evaluations; rewarding and disciplining employees; and addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

Has the ability and desire to maintain a high level of continuing education and professional development.

Has the ability to maintain honest, open relationships and effectively interact with departmental staff, other departmental contacts, and business and citizen groups.

Has experience working with and effectively utilizing the talents of a skilled professional and technical staff.

Has the ability to provide objective analysis and realistic projections regarding departmental planning and work comfortably and effectively as a member of the Management Team.

Has the ability to excel in a participatory climate without abdicating decision-making responsibilities; maintain an effective organizational communications system; deal fairly, firmly and effectively with all employees and employee groups; and maintain superior performance levels.

Ability to develop and motivate command personnel, delegate effectively, and function well in a political decision-making process. Must have demonstrated leadership ability at the command level.

Must be self-confident, sensitive, and personal and possess professional integrity. The Fire Chief must have strong leadership skills, an attitude conducive to team building, and the ability to incorporate organizational and personal goals.

EDUCATION/EXPERIENCE

The Fire Chief must have a bachelor's degree in fire science or fire administration or another related degree from a regionally accredited university or college and at least 5 years' experience in progressively responsible positions in the fire service. Executive Fire Officer Certification or a master's degree in an applicable field of study from an accredited university is preferred. Equivalent combination of education and experience may be considered. Additional education and training in fire science or firefighting fields is highly desirable. The Fire Chief must have a working knowledge of the rules, regulations, policies, and procedures of the department as well as the following:

- 3 years' experience as a Fire Service Instructor and Fire Inspector.
- Possession of a valid CPR certification.
- Possession, at a minimum, of a valid Colorado EMT-B certification.
- Possession of a valid Colorado driver's license with a safe driving record.

ESSENTIAL FUNCTIONS

Work is performed in an office or emergency scene environment. While performing the duties of this position, the employee is regularly required to walk, sit, and talk or hear. The employee frequently is required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or detect odors. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and risk of radiation.

The noise level in the work environment is usually moderate but may be severe at times.

EQUIPMENT USED

The Fire Chief shall be capable of using a multitude of equipment from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment used includes the following:

- Basic hand tools ranging from screw drivers to axes and forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills, and hydraulic powered equipment.
- Specialized equipment such as generators, portable pumps, all types of ladders, extrication tools, gas and hazardous materials detectors, computers, radio communications equipment, and infrared cameras.
- Heavy equipment that may include rescue vehicles, fire apparatus, aerial ladder trucks, and ambulances as well as all of the associated equipment.

The Fire Chief is required to safely and effectively operate all equipment provided by the Black Hawk Fire Department at any time.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Sign: _____ **Date:** _____