

POSITION DESCRIPTION
TOWN OF CICERO, INDIANA

POSITION:	Fire Chief
DEPARTMENT:	Fire
WORK SCHEDULE:	8 Hour Administrative
JOB CATEGORY:	POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: October 2000
DATE REVISED: August 2023

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Chief for the Fire Department, responsible for managing and directing all Department operations and personnel. Position is appointed by the Town Council.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all the activities described below.

DUTIES:

Supervises and directs assigned personnel, including interviewing applicants, hiring, providing training and corrective instruction, scheduling and making work assignments, evaluating performance, disciplining and terminating, as necessary. Works with the Merit Board to uphold Merit Rules in hiring, promotion, discipline, and termination of merit employees.

Makes critical decisions in confused, chaotic and potentially life-threatening situations.

Maintains active roster of Department personnel and works with the Clerk/Treasurer to aid in the administration of employee benefit programs and maintenance of related records as required. Develops and ensures implementation of standard operating guidelines/procedures.

Oversees administration of Department budget, including authorizing payroll and other expenditures and ensuring accurate maintenance of financial records as required. Maintains various statistics and prepares reports as required.

Works directly with the Medical Director, supervising hospital, and State of Indiana Department of Homeland Security Fire Marshal's office and Emergency Medical Service's Division to ensure proper delivery of services to the town and neighboring departments.

Responds to emergency incidents and serves as an aid to the on-site incident commander or takes over command responsibilities as required based upon the size and scope of the incident. Develops plans to be followed in emergency situations and alerts the public to potentially dangerous situations as they arise.

Develops, directs and makes public education presentations regarding fire prevention/safety and first aid, including working with the department Public Information Officer to prepare news releases and speaking to various community organizations and schools. Responds to citizen and media inquiries/complaints

regarding Department operations and personnel.

Maintains communication with other Town departments and officials and neighboring fire departments to ensure efficient, cost-effective service, including developing and implementing long-range plans and policies regarding public safety.

Supervises and assists with investigations of fires of suspicious origin/character, including photographing and reconstructing fire scenes, collecting, documenting and preserving evidence, and locating and interviewing/interrogating witnesses/suspects, as needed. Assists with inspection of buildings and other properties to ensure compliance with applicable state and local codes.

Conducts internal investigations of Departmental misconduct; maintains confidentiality and security of information/cases.

Directs/ensures proper operation and maintenance of Department vehicles and equipment.

Periodically performs duties of other Department personnel in their absence or as needed, including operating vehicles and equipment in response to emergencies.

Prepares annual Department budget, including analyzing and projecting needs for equipment, supplies and personnel.

Periodically attends training seminars as required.

Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school Diploma or GED, and certification by State of Indiana Fire Officer I, Fire Officer II, Fire Officer III, Fire Instructor I, Fire Safety Officer I, and State of Indiana Paramedic License, and ability to successfully complete other training programs as required.

Ability to meet all hiring, retention, and promotion requirements if removed from the chief's position and placed back to previous merit rank. Including not posing a direct threat to the health and safety of other individuals in the workplace.

Thorough knowledge and ability to make practical application of Town/Department policies and procedures, applicable regulations and OSHA safety policies and procedures.

Thorough knowledge of and ability to make practical application of applicable Town and state codes, accepted firefighting and emergency medical practices, and ability to take authoritative action as situations demand.

Ability to provide access to or maintain confidentiality of Town/Department information/records according to state and federal requirements.

Thorough knowledge and ability to make practical application of standard principles of budget administration, including making simple arithmetic additions and subtractions.

Ability to supervise and direct assigned personnel, including applicants, hiring, providing training and corrective instruction, scheduling and making work assignments, evaluating performance, disciplining and terminating, as necessary.

Ability to properly operate and maintain Department vehicles and equipment.

Ability to effectively communicate orally and in writing with co-workers, other Town departments and officials, other fire departments, news media, community groups, school personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Working knowledge of geographical areas, street names and landmarks within designated fire district.

Ability to work rapidly for long periods, work on several tasks at the same time, and work with others in a team environment with minimum supervision.

Ability to read and interpret detailed prints, sketches, layouts, maps and specifications, and prepare detailed reports.

Ability to plan and layout assigned work projects, plan and make public speaking presentations and occasionally give expert testimony in court.

Ability to regularly work extended and/or evening hours, occasionally work weekend hours, and occasionally travel out of town, sometimes overnight.

Ability to serve on irregular extended hours of call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

RESPONSIBILITY:

Incumbent performs duties which are broad in scope and impact according to well-established Departmental policies and procedures and state and local codes. Incumbent's duties require consideration of many complex variables in determining proper action in varying circumstances. Incumbent's work is periodically reviewed for soundness of judgment and attainment of objectives. Incumbent exercises independent judgment in determining, maintaining and scheduling Department manpower and equipment, ensuring adequate and appropriate public education, and maintaining cooperative working relationships with various Town departments and other fire departments.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other Town departments and officials, other fire departments, news media, community groups, school personnel and the public for the purpose of exchanging and explaining information, coordinating operations, supervising and directing personnel and resolving problems.

Incumbent reports directly to Town Council.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs most duties in an office environment, but periodically performs duties at fire scenes involving exposure to hazardous conditions normally associated with firefighting, including smoke, toxic chemicals, noxious gases and fumes, extreme temperatures and dangerous heights. Physical effort during emergency response may involve sitting and/or

standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, reaching, bending, handling/grasping and fingering objects.

Incumbent regularly works extended and/or evening hours, occasionally works weekend hours, and occasionally travels out of town, sometimes overnight. Incumbent serves on irregular extended hours of call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Chief for the Fire Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name