

RESOLUTION NO. 13-137

BE IT RESOLVED by the City Council of the City of Decatur, Alabama that upon the recommendation of the Personnel Board the attached job description with a Salary Range of 35 for the new position of Division Fire Chief in the Classified Service is hereby approved.

ADOPTED this 3rd day of June 2013.

City of Decatur

Personnel Board

Kenneth E. Smith
Personnel Director

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Board Members

Judy Jackson Allen
Troy Butler
Harold Gilmore
Lynne Herring
Pam Werstler

May 23, 2013

Council President Gary Hammon
and Council Members
P. O. Box 488
Decatur, AL 35602

Dear President Hammon and Council Members:

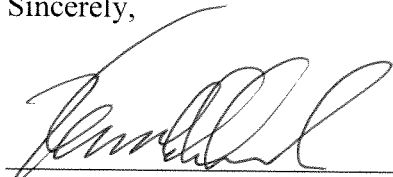
The Personnel Board hereby recommends that the following job description be adopted as indicated below for the Fire Department. This recommendation was adopted by the Personnel Board on May 23, 2013 at their regular scheduled meeting.

Adopt the following Classified Service Position

- **Division Fire Chief Salary Range 35**

Please contact me for any additional information that may be needed.

Sincerely,



Kenneth E. Smith, Personnel Director
Personnel Board
City of Decatur

kh/mayorcouncilletter30

Attachment
cc: Mayor Don Kyle

CITY OF DECATUR, ALABAMA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DIVISION FIRE CHIEF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory, administrative, and specialized work functions associated with overseeing fire/rescue/emergency services and departmental operations or support division activities, protecting life and property, and enforcing federal, state, and local laws, codes and ordinances. This position is considered full-time firefighter in accordance with the Alabama Fire College and Personnel Standards Commission section 360-X-2.-02.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Manages and oversees, either personally or through subordinate supervisors, daily activities of personnel engaged in fire suppression, EMS, rescue, emergency assistance, fire safety/prevention, training and/or administrative tasks.

Establishes priorities for department activities; directs assignments to and placement of personnel on assigned shift; ensures proper allocation of personnel and other resources; disseminates information and special orders.

Assists with preparation of long-range management plans; evaluates and determines proficiency level of assigned division personnel; identifies areas requiring improvement; formulates and executes action plan to correct deficiencies.

Develops, interprets and/or implements standard operating and testing procedures, policies, training programs, and general orders; establishes and reviews employee, unit, and division goals and objectives.

Instructs and directs subordinates regarding proper procedures and protocol of the department; reviews all work for compliance with standards, policies, and procedures; schedules and coordinates in-service training for personnel.

Meets with the Fire Chief and other city officials regarding major policies affecting the administration of the department; recommends improvements and changes as appropriate.

Maintains comprehensive, current knowledge and awareness of OSHA and EPA laws and regulations to ensure departmental compliance.

Enforces all city fire codes, ordinances and fire laws and regulations of the state in order to protect life and property; complies with all rules, orders, and instructions issued by superior officer.

Responds to and may assume command at major alarm fires and emergency calls involving hazardous materials, natural and man-made disasters, rescue, and other critical incidents; coordinates activities with other agencies.

Evaluates on scene conditions, determines strategy and tactics, and directs firefighting and/or rescue activities; utilizes multi-zone/agency assistance for unusual problems.

Performs and directs necessary activities to resolve, downgrade, or close emergency incident and to ensure maximum safety of all persons; ensures optimal deployment and accountability for physical resources.

Provides emergency medical service oversight, including review of departmental protocols, local ordinances and state regulations.

Responds to questions, complaints, and requests for information from citizens, elected officials, officers, employees, outside agencies, and other individuals.

Conducts internal investigations as requested; investigates complaints against department personnel; assists in making disciplinary decisions.

Participates in and supervises training activities; observes employees' abilities, evaluates performance, and reviews level of training; makes personnel recommendations.

Performs fire and building code enforcement; coordinates/conducts fire safety inspections, pre-fire surveys, and building inspections.

Conducts preliminary fire investigations to establish cause and point of origin; recognizes/preserves evidence of arson; secures scene until investigation team or law enforcement personnel arrive; testifies in court as appropriate.

Inspects, evaluates, and conducts various tests on equipment such as acceptance for new units and pumping on all fire trucks.

Determines and justifies departmental equipment and supply needs; oversees preparation of equipment specifications meeting federal, state, and local regulations; makes equipment and tools recommendations.

Prepares and administers annual budget allocations for assigned division; monitors expenditures for fiscal compliance; enters/retrieves data to/from computer system as required.

Reviews documents processed by subordinates; discusses errors and recommends methods for corrective/alternative action; provides technical assistance as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations, city geography, and current fire, medical, and rescue techniques; reads professional literature; maintains professional affiliations.

Schedules and conducts shift meetings; attends supervisory meetings, seminars, workshops, and training sessions as appropriate; may serve on panels, boards, and/or committees.

Composes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence and various other documents associated with daily responsibilities of this position; maintains administrative records and files.

Cooperates and serves as liaison with federal, state, and local law enforcement/investigating agencies and its officers or representatives when their activities or investigations are related to on-going investigations within city jurisdiction.

ADDITIONAL FUNCTIONS

Oversees and directs scheduling of maintenance and repair of fire equipment, vehicles, and station facilities; inspects station, grounds, apparatus, and personnel; ensures compliance with guidelines and regulations.

Attends official functions, commissioner, and community meetings; makes presentations and public speeches to civic groups and schools; grants interviews to the news media regarding fire and rescue activities.

Establishes and maintains positive public relations; promotes and teaches fire safety and prevention; may conduct station tours.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Substitutes for other supervisors and/or co-workers in temporary absence of same; perform firefighting task as necessary.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate Degree in Fire Science or equivalent or vocational training in Public/Business Administration, Fire Science, or related field; supplemented by four (4) years of progressively responsible supervisory experience in fire service management, fire safety, prevention, and suppression methods, equipment, and supplies, or a related field including two (2) years in previous classification; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Alabama driver's license, Alabama Firefighter I and II certifications, Instructor I certification, Fire Officer I certification, Hazardous Materials Technician, and Emergency Medical Technician (EMT). May be required to attain and maintain Advanced Emergency Medical Technician, Paramedic, and Rescue Technician Certifications.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to inform and guide others by applying principles of professional counseling in addressing specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, fire, traffic hazards, toxic agents, chemicals, explosives, violence, disease, or pathogenic substances.

The City of Decatur, Alabama is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Fire Department

