



TOWN OF ATOKA JOB DESCRIPTION

| Position Title | Department | Reports to |
|--|--|--------------------|
| Fire Chief | Fire Department | Town Administrator |
| Employment Status | FLSA Status | Effective Date |
| <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> On Call | <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt | July 3, 2024 |

POSITION SUMMARY

The Fire Chief is a highly visible municipal department head that is expected to project a professional image of self, the fire department, and the town in all situations. Under the general direction and supervision of the Town Administrator, the Fire Chief is in command of the Atoka Fire Department and is responsible for the overall leadership and daily operational readiness of the department and exhibit a high degree of moral character. The Fire Chief must build collaborative relationships with internal and external stakeholders and serve as a key member of the town’s leadership team. The Fire Chief is responsible for directing and managing the operations of the Atoka Fire Department and is expected to have and maintain a close working relationship with Local, County, State, and Federal agencies. The Fire Chief performs a variety of complex administrative, supervisory, and hands-on emergency scene tasks involved in commanding fire and emergency scene operations. Responsible for assisting with budget planning, policies and procedures, and oversight of day to day, 24 hours a day, seven day a week operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Plans, coordinates, supervises, and evaluates all Departmental operations, policies, and procedures. Organize the department for maximum utilization of resources.
- Plans, implements, and supervises effective fire prevention and suppression programs for the Town of Atoka to ensure public safety. Recommends improvements to same.
- Supervises, manages, and coordinates with all staff within the Department. Coordinates and supervises the training, assignment, and professional development of fire personnel.
- Promotes employee relations, handles grievances, issues discipline and maintains appropriate conduct. Implements and coordinates, internal investigations as appropriate. The above shall be coordinated with the Town Administrator.
- Directs and maintains the development and maintenance of systems, records, and reports that provide the proper evaluation, control, and documentation of Department operations.
- Provides direct and/or indirect supervision to all personnel within the Department. Supervisory responsibilities include interviewing and selection, scheduling, counseling, and discipline, evaluating employee performance. Maintains personnel, training, and disciplinary files.
- Prepares and submits monthly reports to the Town Administrator and the Board of Mayor and Alderman regarding Department activities, as well as appropriate governmental agencies.

- Composes routine and specialized reports, forms, and business letters, with proper format, grammar, and punctuation.
- Assists in the preparation of the annual budget and capital planning for the Department. Oversees purchasing for the Department within town purchasing guidelines and policies.
- Analyzes and recommends improvement to equipment, facilities, and operations as needed. Proposes specifications for new or replacement equipment.
- Maintains a professional public image of the Department through various interactions with media, community groups, business leaders, etc. Participates in various committees within the town and community.
- Remains available majority of time for consultation from subordinate personnel, as necessary. Responds to emergencies as required.
- Participates and attends monthly Town of Atoka meetings and other meetings as directed by the Town Administrator.
- Pre-plans for emergencies and prepares fire suppression tactics, directs salvage and cleanup operations after an emergency.
- Administer, acquire, and manage local, State and Federal funding grants.
- Develop and disseminate job descriptions for all Department positions.
- Communicates accurate information regularly and effectively to the Town Administrator about major emergencies, on-going operations, and personnel.

MINIMUM QUALIFICATIONS

- Experience sufficient to thoroughly understand the diverse objectives and functions of the fire department in order to direct and coordinate work within the fire department, requiring at least ten (10) years' firefighting experience, with five (5) years in a supervisory or chief officer capacity.
- Certified in Tennessee, ProBoard, and/or IFSAC as Fire Officer I or higher
- Possess Incident Command System certifications – NIMS 100, 200, 300, 700, 800
- Certified HAZMAT tech level in Tennessee, IFSAC, or ProBoard
- A combination of relevant education and experience may be considered.
- Requires High School graduation or equivalent
- Must possess and maintain a valid Tennessee driver's License within 90-days of appointment
- Complete and pass comprehensive background investigation to include, character, past employment
- Complete and pass medical physical exam and drug screening

Preferred Qualifications

- College degree in Fire Science, Public Administration, or related field.
- National Fire Academy's Executive Fire Officer Program completion and designation.

Tennessee Fire Commission, ProBoard, and/or IFSAC Accredited Certifications

Certifications not earned prior to appointment, must be earned within 48-months of appointment as fire chief.

- Fire Department Incident Safety Officer
- Fire Officer II, III, and IV
- Fire Inspector I
- Fire Investigator

Professional Designation

Professional designation not earned prior to appointment, must be earned within 60-months of appointment as fire chief with subsequent renewals maintained.

- Chief Fire Officer Designation from the Center for Public Safety Excellence

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The required knowledge, skills and abilities must be demonstrated:

- Thorough knowledge of modern fire suppression, prevention and firefighting principles, procedures, techniques, and equipment.
- Knowledge of emergency incident management techniques, including National Incident Command System
- Knowledge of existing fire codes, laws, ordinances, and accepted standards.
- Ability to maintain ethics and integrity of the Fire Department and its operations.
- Ability to manage conflict and stressful or crisis-oriented circumstances.
- Knowledge of budgeting and related fiscal management practices.
- Excellent organizational and multi-tasking skills.
- Ability to communicate effectively, orally and in writing.
- Ability to read and understand procedural instructions, manuals, and charts to solve practical problems.
- Excellent public relations, public speaking, negotiation and de-escalation skills. Create, conduct, and perform effective media briefings and press releases.
- Ability to establish and maintain effective working relationships with employees, Town of Atoka officials and departments, outside fire department agencies, and the public.
- Skilled in operation of all fire department equipment and apparatus.
- Skilled in the operation of computers and assigned software, including Microsoft Office. Maintains current and relevant knowledge of information technology.
- Ability to supervise, guide, direct, and motivate Department employees. Maintains confidential information.
- Must lead by example, possess impeccable integrity and demonstrate professionalism both on and off-duty.
- Must possess good temperament to understand and consistently enforce Federal, State, and local fire laws and ordinances while exercising good judgment and discretion.
- Knowledge and performance of grant preparation, application, administration, and reporting requirements.
- Complete and pass a comprehensive medical examination, and extensive background investigation will be required prior to appointment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The employee will operate fire suppression equipment including, but not limited to, fire apparatus with flashing or strobing emergency lights and sirens, pumps and hoses.

- Work involves risks and discomforts associated with an emergency response environment and is exposed to highly stressful situations.
- Work involves substantial physical exertion such as walking, climbing, running, bending, stooping, stretching, or similar activities.
- The employee will operate 2-way radios with transmitting and receiving capabilities for constant communication access, cameras, video camera, modern office equipment, personal computer.
- Some work is performed in an office environment, while other work is performed at various locations both indoor and outdoor, under all weather conditions to include vehicle crash scenes, active fires and/or potential crime scenes. Given the nature of the fire department, hours may include evenings, weekends, and holidays as fire department operations require.
- The employee's work may involve exposure to active fires, toxic chemicals, hazardous materials, explosives, violence, bloodborne pathogens, and structures actively on fire. Employee may be exposed to various types of hazardous conditions, such as, working under extreme outdoor weather conditions. May be required to use protective clothing or gear such as SCBA, coats, goggles, helmets, gloves and shields.
- The noise level in the work environment can range from low to extreme.
- While on duty and performing the official duties of the position, the Fire Chief is expected to be in complete uniform or in appropriate professional business attire.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this position, the employee is regularly required to talk and hear, stand, walk, sit for extended periods, reach with hands and arms, and operate a motor vehicle. The employee is occasionally required to balance, stoop, kneel, crouch, use hands to manipulate, handle, and operate tools. Specific vision abilities required by this position include close vision, distance vision, color and depth perception, and the ability to adjust focus in all conditions. Job duties require the perception and discrimination of odor and sound, physical ability to run and the strength to perform fire suppression duties.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by:

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by:

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The Town of Atoka is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.