

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB077 Fire Chief
<b>POSITION #/TITLE:</b> 0825 Fire Chief	<b>Adopted:</b> 07-97
	<b>Revised:</b> 05-14

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Fire	<b>Manager Level:</b> Director
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 24
<b>Reports To Position #/Job Code #/JC Title:</b> 2353/CN001/City Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Very Heavy	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Prescribed by Civil Service (sworn position); Medical physical, physical function testing, respiratory medical physical, respirator fit testing.
<b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Respirator, Protective Clothing, Fall Protection, Shoring in Emergencies	

<b>General Statement of Duties</b>
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Plans and directs the long-term programs and activities of the Fire Department; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all Fire Department staff.

<b>Examples of Essential Work (Illustrative Only)</b>
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Provides effective, professional leadership, positioning the Fire Department to meet the community's current and future needs through appropriate technologies and services;  
Plans and directs the long-term Fire Department administrative, operational, public education and public relations activities;  
Consults with the Assistant Fire Chief and Administrative District Chiefs on work problems, plans, and programs relating to proposed administrative, operational, public education and public relations improvement projects;  
Develops fire related issue plans for forecasting long range fire operational and capital improvement needs and presents reports to City Manager, Mayor and Council Members;  
Reviews and analyzes methods, equipment utilized and performance to increase program effectiveness and forecast long-term needs and commitments;  
Presents fire operational issues to legislative committees, special interest groups, citizen groups and service organizations;  
Reviews and coordinates station construction and service expansion projects to coordinate resources and planning objectives;  
Assumes leadership role for emergency response and fire operations incident command;  
Conducts timely performance reviews and monitors performance and staffing needs;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Comprehensive knowledge of Fire Department administrative, operational, public education and public relations programs and activities;  
Comprehensive knowledge of planning principles, practices and techniques;  
Comprehensive knowledge of budgeting, cost accounting, and fiscal administration for fire department programs, services and facilities;  
Ability to plan, organize, supervise and coordinate the activities of fire suppression, training, fire protection engineering, communications and support activities;  
Ability to develop long-term plans for expansion, reconstruction and construction and plan and organize work to achieve long-term goals;  
Ability to prepare accurate and reliable reports containing long-range plans, financing data, suppression and operational data, findings, conclusions and recommendations;  
Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in fire science, public administration, business administration, or other related field; and  
Extensive experience in fire department operations and management; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Valid Iowa Driver's License;  
Residency Requirements.

### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;  
Sufficient vision which permits the employee to inspect a wide variety of fire suppression projects on site and review a wide variety of written materials;  
Sufficient manual dexterity which permits the employee to operate a vehicle and computerized equipment;  
Sufficient personal mobility which permits the employee to inspect training and emergency response activities.