



DATE: September 2019

POSITION TITLE: Fire Chief
DEPARTMENT: Fire
REPORTS TO: City Manager
SALARY RANGE: 31 EX

GENERAL DESCRIPTION

The Chief of Fire serves as the chief administrator of the Galesburg Fire Department through the management of all levels of sworn and non-sworn personnel. The Chief of the Galesburg Fire Department also serves as the Emergency Management Agency Coordinator for the City of Galesburg and Knox County. Plans, directs, manages, and oversees all activities and operations of the Fire Department including administration, fire prevention, training, suppression, emergency medical services, hazardous material response and disaster response. Assists and advises the City Administration on any Emergency Management or Public Safety matters affecting the City of Galesburg. Work also includes assuring the proper training, assignment and discipline of all departmental members. Plans strategically for use of resources, coordinates the activities of the department and ensures that services provided and development plans are of the highest quality. Provides leadership and direction to departmental staff. The Fire Chief participates positively and effectively as a member of the City's Management Team.

ESSENTIAL FUNCTIONS OF FIRE CHIEF

Prepares a strategic or master plan for the department's future activities. Establishes and carries out goals, objectives and priorities for the utilization of the department's resources.

Establishes acceptable standards in the delivery of designated services to assure accountability for results and acceptability by the community being served.

Directs and participates in the development of policies, practices and procedures to assure that tasks are performed according to a standard of performance.

Delegate authority and responsibility to achieve the organization's goals, objectives and priorities while monitoring follow-through and work flow to eliminate problems and conflicts.

Evaluates the performance of subordinates, rewarding when appropriate, counsel, discipline and removing those not performing to the organization's standards.

Reviews results, work products, methods and procedures to determine if they meet or exceed organization's standards.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Reviews monthly and annual organizational program activity statistics to identify trends and patterns requiring action by the department to improve overall departmental effectiveness.

Coordinates the actions of the organization with other local, state and federal organizations that impact fire service operations.

Observes the activities, condition and performance of the departmental staff and condition of departmental physical resources such as fire stations, fire apparatus and equipment.

Enforces the City's rules, regulations, codes, and ordinances in conjunction with building inspector and influence public awareness of fire hazards.

Takes full responsibility for handling of emergency operations by the organization.

Develop, supervise and coordinate the preparation and presentation of an annual budget for the Department; manage the expenditure of appropriated funds; direct the implementation of the Department's budget; plan for and review specifications for new or replaced equipment.

Assures staff is adequately trained to handling tasks they have been assigned and coordinates department Training Center as a regional training site through the State Certification Program and National Fire Academy.

Reviews reports sent to the FBI, Department of Labor, Department of Transportation, EPA, Illinois Department of Public Health and Office of the State Fire Marshal.

Oversees fire cause and arson investigations, labor-management negotiations and physical fitness program.

Maintains a liaison with organizations, individuals and associations that impact the fire service's activities and represents the City and department with other offices or agencies, news media, elected officials, City, State, professional community, citizen's groups, and the public.

Interacts and assists Fire and Police Commission members throughout applicant interview/testing phases prior to selection/appointment process and testing procedures for promotion.

Handle grievances, maintain Departmental discipline, and maintain the conduct and general behavior of assigned personnel.

Assist City Administration in labor negotiations; monitor labor contracts throughout the year.

Research, analyze and evaluate new trends and innovations in the field of firefighting.

Serve as advisor to the City Manager and other City staff on fire management, related legislation and other areas pertaining to fire department activities, as well as emergency management.

ESSENTIAL FUNCTIONS OF EMA COORDINATOR

Supervises, coordinates, and maintains the daily operations of the Knox County Emergency Management Agency (EMA). Takes full responsibility for handling of emergency/disaster operations in the county.

Maintains coordination with local and state governmental departments and agencies, utilities and industry during any type of emergency or disaster.

Interprets and applies all federal and state directives that apply to emergency management and departments supporting EMA.

Maintains the Emergency Operations Center (EOC) in a continuous state of readiness.

Develop, supervise and coordinate the preparation and presentation of an annual budget for EMA; manage the expenditure of appropriated funds; direct the implementation of EMA's budget; plan for and review specifications for new or replaced equipment.

Organizes and coordinates local training for public safety and volunteer first responders to include tabletop and full-scale exercises as required by IEMA.

Formulates and submits annual grant forms, quarterly reports, threat hazard analysis information, capability forms, and training documentation to Illinois Emergency Management Agency (IEMA).

Prepares and revises the Knox County Emergency Operations Plan (EOP). Reviews and makes recommendations to businesses, industry, hospital, and nursing homes on their emergency plans to ensure they are workable within the framework of the local and state plans. Coordinates with the school system officials for the development of tornado warnings and school shelter plans.

Assists local government departments/agencies in the preparation of that department's SOPs in support of the county EOP. Develops and coordinates mutual aid agreements with other agencies and adjacent counties.

Prepares scenarios and procedures and coordinates training for local government agencies, industry, schools and colleges, utilities, hospitals, and volunteers in conjunction with the exercising of emergency plans. Through newspaper articles, radio programs, television, speaking engagements, and seminars, makes the public aware of the emergency plans and actions during a disaster.

Manages the daily operations of the Knox County Local Emergency Planning Committee (LEPC).

Stays well informed of current weather conditions and advises city/county administrators and/or department heads of any action that may be needed. Coordinates Disaster Declarations in the City of Galesburg through the Mayor and IEMA. Coordinates Disaster Declarations in Knox County through the County Board Chairperson and IEMA.

Coordinates the use of all outdoor warning systems in the county. Manages the outdoor weather warning system in Galesburg. Oversees budgeting and maintenance of all associated radio and siren equipment and supervises the activation of the system during severe weather and other scenarios.

Working with the Red Cross and Salvation Army, ensures that adequate facilities are available to shelter citizens in the county should the need arise. Through coordination with the Knox County Health Department, ensures that all special needs citizens are evacuated if the need arises.

Research, analyze and evaluate new trends and innovations in the field of emergency management.

EDUCATION

Bachelor's degree in the field of Fire Safety or related subject matter is required.

Advanced Fire Officer or Fire Officer II certification.

National Fire Academy Executive Fire Officer Program is a plus.

WORK EXPERIENCE REQUIRED

Minimum of 8-10 years of increasingly responsible fire department management related experience.

Have proven success in a command or supervisory leadership role equivalent to Captain or above.

Demonstrated thorough knowledge of the principles and practices of firefighting.

Thorough knowledge of modern medical emergency response management practices.

Thorough knowledge of managerial/budgetary concepts, theories, practices and principles.

Thorough knowledge of labor/management relationship concepts and adequate interpersonal skills to ensure positive application of those concepts.

Experience working with the public and media are preferred.

PERSONAL QUALIFICATIONS AND ABILITY

To plan, assign, direct and supervise fire suppression, prevention, training, EMS, haz-mat, and disaster response.

To function effectively under stress and emergencies.

To communicate effectively through strong written and verbal skills to co-workers, employees, other City departments, elected officials, local, state, federal and public safety organizations and general public.

To establish and maintain working relationships with other employees, outside agencies, and the public.

Possess complete integrity and a high sense of personal and professional ethics.

Ability to participate positively and effectively as a member of the management team in discussions and problem solving processes which relate to the overall needs, concerns and services of the City.

Act as a motivator who can develop strong staff and employee morale while attaining a high level of productivity and accomplishment from the work force.

Knowledge of principles and practices of firefighting, administration, code enforcement, arson investigations, suppression, and emergency management.

Ability to maintain composure in dealing with citizens, city staff, elected officials, and others, occasionally under conditions of urgency and in pressure situations.

Ability to organize, direct and control local police affairs consistent with the requirements of laws, union contracts and municipal policy.

Ability to promote a strong sense of community service and customer service orientation on the part of all department employees in contact with the public.

Must possess and maintain a valid driver's license and a satisfactory driving record.

Must possess or obtain and maintain first aid and CPR certificates and proper certificates from the State training board.

Must undergo and meet City standards for background and reference checks, controlled substance testing, and physical exams.

PHYSICAL REQUIREMENTS

Strength and mobility to operate a motor vehicle and take command at an incident or emergency scene.

See in close and distant environmental surroundings.

Stand or sit for short or extended periods of time.

Immediately and without warning exert one's self physically over short and extended periods of time.

Maintain hand/arm steadiness and make skillful, coordinated movements with the arms, hands, and fingers.

Hold arms up and make coordinated movements for long periods of time.

Hear and understand conversations in a quiet and noisy environment, as well as ability to tell where a sound is coming from and discriminate between sounds.

Ability to hear and speak to communicate in person, before groups, and over the telephone and radio.

Work outside in various temperature and climate conditions for both short and extended periods of time.

WORKING CONDITIONS

Work requires attendance at meetings at various sites within and away from the City.

Must be able to work extended shifts or be called back in emergency situations.

Position requires employee to be on 24-hour call.