

# **TOWN OF LUTHER**

## **FIRE CHIEF JOB DESCRIPTION**

### **JOB SUMMARY**

This is an exempt managerial position responsible for controlling all aspects of fire protection, EMS, and disaster situations for the Town of Luther

The incumbent serves at the pleasure of the Elected Officials, Town Manager and Fire Department Liaison

### **ESSENTIAL JOB FUNCTIONS**

Directs the planning of all departmental operations

Prepares the departmental budget and administers the budget throughout the fiscal year

Interprets and assures compliance with Federal, State and Local laws and ordinances as applicable to the Fire, EMS, and disaster service

Represents the Town of Luther and Luther Fire Department in meetings and other gatherings of agencies outside the Town of Luther

Maintains contact with and coordinates professional training and departmental needs with other government agencies

Works closely with other department heads, Town staff members, Elected Officials, Fire Department Liaison through the Town Manager, the media and public on a daily basis

Seeks available grants that benefit the fire department and or the Town

Ensures the Town Emergency Operations Plan and Hazardous Mitigation Plans are current

Handles annual contracts and agreements for the fire department

Prepares monthly and annual department reports

Prepares monthly activity reports for the Oklahoma State Fire Marshal's Office

Ensures required safety inspections and testing on equipment is completed

Performs Life and Safety code enforcement

Coordinates equipment or building maintenance issues with outside sources if needed

Attend Emergency Management meetings and training

Maintains accurate record keeping for the department

# **TOWN OF LUTHER**

## **FIRE CHIEF JOB DESCRIPTION**

### **MINIMUM JOB QUALIFICATIONS**

Ability to meet the physical demands of the position and be acceptable to the Oklahoma State Firefighters Pension System

Valid Oklahoma Driver's License and driving record acceptable to the Town's insurance carrier

High School diploma or GED equivalent

Ability to speak to groups of citizens, employees, and other fire service professionals

Ability to interact with subordinates, superiors, public and elected officials

Demonstrated ability to command respect from subordinates, and to supervise with logical judgement, fairness, and the firmness required to accomplish the goals established by management

Ability to make swift decisions and make logical assessments of stressful situations

Minimum Firefighter I Certification (NFPA-1001) or Structural Firefighter Certification

State Emergency Medical Responder (EMR) License or higher

NIMS: IS 100, 200, 700 and 800; ICS 300 and 400

EMS Instructor I

Fire Instructor I (NFPA-1041)

Skilled in operation and maintenance of all firefighting equipment, tools, and apparatus

Skilled in supervising and training personnel

Skilled in group presentations on fire safety, emergency first aid and CPR, and communication both orally and in writing

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

Basic understanding of Emergency Management

Associate of Applied Science degree in Municipal Fire Protection, Public Administration, or related field

Eight (8) years of experience in municipal firefighting with three (3) years in a supervisory capacity at Captain or higher

Management training

# **TOWN OF LUTHER**

## **FIRE CHIEF JOB DESCRIPTION**

Fire Officer I (NFPA-1021)

Fire Inspector I (NFPA-1031)

### **SUPERVISION GIVEN AND RECEIVED**

Manages and controls all aspects of fire protection, EMS, and disaster situation for the Town

Performs under the general supervision of the Elected Officials, Fire Department Liaison, Town Manager and is evaluated through reports, daily contact, and departmental results

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

This is a managerial position requiring a mentally alert, psychologically stable, and physically sound individual

Requires working and training in adverse weather or under dangerous conditions

May be exposed to high and low temperatures; contact with slippery surfaces; exposure to noise, dust, cramped areas; exposure to offensive and noxious odors and gasses

Required to work with air pack and breathing apparatus

May be exposed to falling objects; working at heights; explosives; exposure to radioactive substances, electrical shocks, and infection

Must possess sufficient strength and stamina to control pressurized hoses, extended ladders, operate extrication equipment and perform other rescue operations in full uniform and with safety equipment

May be required to work overtime

This classification is a “*safety sensitive*” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a “*safety sensitive*” classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

# TOWN OF LUTHER FIRE CHIEF JOB DESCRIPTION

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that, if hired, my employment is at will only and for no term of definite duration. I also understand and agree that either the Town of Luther or I may terminate my employment relationship at any time.

---

Applicant

---

Date

The Town of Luther, Oklahoma, is a Drug Free Equal Opportunity Employer.

The salary for this position is negotiable, depending on experience, and ranges from \$40K to \$48K.

The Town of Luther contributes 14% to the Oklahoma Firefighters Pension system.

The Town of Luther provides health insurance and life insurance for the employee and pays 100% of the employee premium.

We also offer voluntary dental and vision insurance.