



JOB POSTING

FIRE CHIEF FULL-TIME REGULAR

Title: Fire Chief

GRADE:

FLSA: Exempt

BARGAINING: None

Revised: 10/2021

Department: Belen Fire Department

Supervision Received: Mayor and/or City Manager

Supervision Exercised: Fire Service Personnel

GENERAL PURPOSE:

Employee performs direction to manage, lead, supervise, plan and direct the fire prevention, fire suppression, emergency medical services activities of the city while exercising discretion and sound, independent judgment. Supervises Deputy & Assistant Chief (s), including organizing, planning and overseeing the work of assigned employees and volunteers.

QUALIFICATIONS:

- ❖ Must be a United States Citizen;
- ❖ Be at least 21 years of age at the time of initial application;
- ❖ Must possess a valid New Mexico's drivers license; Class E preferred; must have acceptable driving record;
- ❖ Must not have been convicted of a felony or other crimes involving moral turpitude;
- ❖ Must pass an initial drug and alcohol screening and random screenings thereafter;
- ❖ Education: A minimum of an Associate's Degree from an accredited college or university with concentration in Fire Science, public administration or subject related to position.
- ❖ Five (5) years of supervisory experience as a Captain or higher;
- ❖ New Mexico Firefighter II (IFSAC or PROBOARD) minimum;
- ❖ New Mexico Emergency Medical Technician, Intermediate (Minimum) Paramedic (Preferred)
- ❖ NIMS Incident Command Levels 100,200,300,400,700, 800
- ❖ Fire Officer Level III (IFSAC or PROBOARD);
- ❖ Arson Detection for First Responders
- ❖ Fire Protection Systems
- ❖ Fire Origin and Cause Determination.

ESSENTIAL DUTIES:

- ❖ Plans, coordinates and manages Fire / EMS Management operations and support functions
- ❖ Plans, implements, and monitors department budget, goals, objectives; develops and administers policies, procedures, directives and guidelines;
- ❖ Assumes management responsibility for all department services and activities, including training, prevention, emergency medical services and suppression;
- ❖ Delegates work assignments, projects and program; monitors work flow; reviews and evaluates work production, methods and procedures; provides accurate and thorough performance review appraisals for employees and volunteers;

- ❖ Prepares and coordinates City Council agenda and work session items relating to department; attends Council meetings as required;
- ❖ Provides public presentations on Fire and EMS Education
- ❖ Maintain a resource directory of all support agencies and personnel applicable to the office; Must be able to understand and carry out orders and assignments, in both emergency and non-emergency situations, and must be able to demonstrate adequate speaking and writing skills;
- ❖ Willingness to perform both emergency and routine tasks with consistency of investment and effort;
- ❖ Willingness to follow policies and procedures; respond to correction and discipline; respond to supervisory guidance and assignments;
- ❖ Ability to cope with (repeated) trauma and loss; ability to make quality decisions based on training and common sense;
- ❖ Serves as the contract administrator for the Airport Rescue Firefighting Division;
- ❖ Maybe assigned a city-owned vehicle for contingencies; Assignments mandate no-less than a 40 hour weekly work schedule;
- ❖ Attends civic, professional, service and community group meetings at schools, churches and other places of public gathering to explain the activities of the department to establish favorable public relations;
- ❖ Responsible for creating, negotiating and revising department related MAA, MOU and other contracts with partnering agencies and/or jurisdictions;
- ❖ Operation, maintenance, and proper use and care of firefighting apparatus and equipment;
- ❖ Building and fire codes applicable to the city, state or region;
- ❖ National Incident Management System (NIMS);
- ❖ Community demographics to include fire load, target hazards and available resources;
- ❖ Ability to work under normal and stressful conditions and able to use good, sound judgment in emergency situations; tactfully respond to requests and inquiries from the general public and media; identify and respond to issues, concerns, and needs of the public;
- ❖ Ability to develop, implement, monitor and administer goals, objectives, and procedures for providing effective fire prevention, fire suppression, emergency medical services, and emergency management;
- ❖ Ability to analyze problems, identify alternate solutions, project consequences or proposed actions, and implement recommendations in support of goals; research, analyze and evaluate new service delivery methods, procedures and techniques; prepare and administer a complex budget; prepare clear and concise reports;
- ❖ Plan, organize, direct and coordinate the work relationships; supervise, train, and evaluate staff; provide professional leadership and direction for the department;
- ❖ Apply for local, state, or federal grants as necessary;
- ❖ Interpret and apply federal, state and local policies, procedures, laws, and regulations;
- ❖ Communicate clearly and concisely, both orally and writing;
- ❖ Establish and maintain cooperative working relationships; supervise, train, and evaluate staff; provide professional leadership and direction for the department;
- ❖ Working irregular hours including nights, weekends, holidays and extended hours in emergency, disaster or other situations influences by workload or staffing difficulties;

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, jog, run, sprint, climb, bend, lift, raise, kneel, crawl, squat, stretch, pull, push, twist, hold, grip, carry, drag, throw, catch, lean, maintain balance, and other miscellaneous physical abilities; ability to perform complex tasks during emergency and non-emergency situations; ability to determine the nature and extent of illness or injury; ability to take a pulse, blood pressure and perform other diagnostic techniques; Ability to make rapid transitions from rest to near maximal exertion without warm-up periods; ability to lift and carry a loaded stretcher up or down flights of stairs with one person to assist; ability to spend extensive time outside exposed to the elements; ability to repeatedly lift and carry at least fifty (50) pounds over horizontal and vertical distances at least 250 feet. The employee must be able to drag hose lines both charged and non-charged, limited distances, both horizontally and vertically, at ground level and varying heights.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employee must be able to operate in environments of high noise, poor visibility, limited mobility, at heights and in enclosed or confined spaces. Must be free from significant personal limitations (e.g., inflexibility, rigidity, etc.) that will interfere with required duties. Employee must be able to tolerate extreme fluctuations in temperature while operating firefighting or medical duties. He must perform physically demanding work in hot (up to 400 degrees F. or greater) atmospheres while wearing protective equipment that significantly impairs bodily cooling systems. He must be able to work in areas where the potential for traumatic or thermal injuries are possible. He must be able to face exposure to hazardous materials or infectious agents including carcinogenic dusts, such as asbestos, toxic substances such as chlorine, corrosives, carbon monoxide, or organic solvents either through inhalations, or skin contact. Employee must be able to rescue, by carrying or dragging, an adult from a burning structure or other dangerous situations. He must be able to face exposure to grotesque sights and smells associated with major trauma and burn victims. Dexterity and ability to use a wide variety of fire suppression and special protective gear under stressful and non-stressful environments to include calm or inclement weather conditions or in complete visibility or in total darkness; Must not pose a direct or indirect threat to the health and welfare to self and others; Must be capable of performing all required functions in an efficient and safe manner.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities.

Applications and job descriptions are available at Belen City Hall, 100 South Main and on the city's website <http://www.belen-nm.gov>
For more information, please call the Office of Human Resources at 505-966-2742.

APPLICATIONS WILL BE ACCEPTED UNTIL NOVEMBER 26, 2021