

Position Title: Fire Chief

Position Summary: The Fire Chief supervises and plans, organizes, directs and administers all operations of the Fire Department. Fire/EMS administration duties include personnel management, budget management, oversight of equipment and structures, public relations and compliance/enforcement of regulations, policies and procedures. The position also oversees fire suppression management, fire investigations, fire prevention, hazardous material response, rescue and other emergency service operations. This position is a key member of the City management team.

Reports To: The Mayor

The City of Ladue is seeking a collaborative and motivated leader who excels in fire service, personnel management and who enjoys interacting with residents, elected city officials and the Board of Fire and Police Commissioners.

This position's duties and responsibilities include, but are not limited to:

Supervises captains, lieutenants and Fire/EMS personnel. Establishes goals, objectives and priorities with regard to operations and personnel management. Supervises with professionalism and respect, at all times consistent with the leadership and management philosophy of the City of Ladue.

Oversees and provides for departmental training at all levels to ensure safe and effective operations.

Ensures that the department is adequately staffed at all times, including scheduling officers and duty crews for minimum department personnel responses to emergencies.

Delegates authority, when appropriate, to achieve goals, objectives and develop priorities.

Develops, recommends and enforces department policies and procedures necessary for superior and efficient department operations. Maintains compliance with all federal, state and recognized policy making entities (i.e. National Fire Protection Association)

Prepare and administer fire department budget. Annually recommends a proposed department operations budget to the Mayor and Finance Director. Continually monitors expenditures to ensure adherence to appropriations and purchasing regulations.

Develops and coordinates plans for efficient and effective fire prevention, fire suppression and life saving services. Makes recommendations to the department relative to the long term needs for maintaining, and improving effective operations.

Oversees the Department's EMS Operations including the monthly ambulance billing with assistance from the Administrative Assistant and the Medical Officer.

Oversees the administration of the department's fire prevention program including building inspections, local code enforcement, as well as enforcement of federal and state laws. Oversees the

department community education programs. Works with the Assistant Fire Chief and the City's Building Department to stay current on the International Fire and Building Codes.

Supervises the maintenance, repair and replacement of all equipment and ensures that all equipment and buildings are properly maintained and in good working order.

Maintains effective communication with Ladue residents and City of Ladue elected officials. Enjoys interacting with residents, business owners and elected officials. Works to develop and maintain strong connections within the department, with the Ladue community and the community at large.

Presents monthly and yearly reports to Ladue City Council, and the Board of Fire and Police Commissioners.

Enforce rules and regulations, codes and ordinances adopted by the City Council.

Works cooperatively with the Chief of Police, Director of Public Works, Building Commissioner and Assistant to the Mayor/City Clerk to form a City Management Team. Attends monthly staff meetings.

Attends monthly City Council meetings and bi-monthly Board of Fire and Police Commissioner meetings. Serves on the Uniformed Pension Committee.

Possesses strong verbal and written skills.

Identifies, recommends and purchases, upon approval, the equipment necessary to execute the fire department functions.

Interviews and identifies eligible candidates for appointment to and promotions within the department.

Ability to complete written reports of fires, medical emergencies, and inspections. Must provide necessary services during natural or manmade disasters.

Attends training programs oriented to Fire Chief duties.

Required Education, Training and Experience

Possess an Associate Degree in Fire Science or a closely related degree.

Minimum of 10 years extensive experience in firefighting work of a progressively responsible nature, serving at least two years in a supervisory role (lieutenant or higher).

Completion of St. Louis County Fire Academy

Must possess a current paramedic license recognized by the state of Missouri. Must possess current certification in BLS, ACLS, PALS, and PHTLS (or equivalent BTLS, or ITLS).

Completion of Fire Officers Training, Incident Command, Fire Service Management. NIMS 100, 200, 300, 400, 700 and 800.

Missouri Division of Fire and Safety certification as: Firefighter I & II, Hazardous Materials Awareness & Operations, Fire Instructor, Fire Inspector and Fire Investigator.

Must have and maintain a valid Missouri driver's license.

Physical Demands:

Hearing, seeing, speaking.

Walking, bending, stooping, kneeling, crouching and/or crawling. Can expect to be called at any time regardless of time or weather conditions.

Mental Demands:

Reading, writing, communications.

Having contact with people experiencing adverse trauma.

Having contact with residents and businesses regarding fire hazard violations.

Ability to make decisions in emergency situations under pressure.

Communicate verbally and in writing to peers and subordinate officers.

Responds to emergency calls as necessary and may assume command and direct activities under the department's jurisdiction and authority.

Desirable Knowledge and Skills:

Thorough knowledge of current firefighting methods and techniques and ability to apply this knowledge to various fire control and fire prevention problems.

Thorough knowledge of the use and operation of a wide variety of firefighting equipment and apparatus.

Ability to plan, assign and coordinate the work of a group of employees engaged in fire prevention and fire control activities.

Considerable knowledge of municipal fire administration.

Ability to maintain discipline, to lead and command effectively, and direct firefighters and equipment under emergency operations.

Essential Functions:

Responsible for all fire department operations and activities, and ensure that all personnel are trained and well qualified for all the duties they are expected to perform.

Ability to comprehend and complete tasks based on verbal and written objectives.

Performs well in pressure situations.