

CITY OF ELEPHANT BUTTE

JOB DESCRIPTION

Position: Fire Chief
Status: Full Time, Exempt

General Statement of Duties:

The Fire Chief directs the operations of the volunteer Elephant Butte Fire Department. Develops and implements policies and procedures to advance the department's mission, goals, and objectives. Recruits, promotes and removes members of the Elephant Butte Fire Department as necessary. The Fire Chief develops, maintains and provides training for Fire Department personnel. The Fire Chief also enforces a variety of municipal codes.

Features of the Position:

Position involves competing demands, performing multiple tasks, working to deadlines, regular work beyond normal business/shift hour, and responding to citizen issues. Position is subject to drug testing in accordance with applicable State and Federal regulations and City of Elephant Butte policies. Regular attendance is an essential function of this job to ensure continuity of services.

Organizational Relationship:

The Fire Chief reports directly to the City Manager. Fire Chief shall provide supervision and guidance to all volunteers of the Elephant Butte Fire Department. Independence of action is stressed in general performance of duties.

Principal Duties and Responsibilities:

- Directs activities at all fire scenes within the City's jurisdiction and operations of incident command and firefighter duties
- Respond to and resolve difficult and sensitive citizen inquiries and complaints
- Responsible for negotiating and maintaining mutual aid agreements with surrounding jurisdictions
- Directs, educates and carries out all aspects of Fire Prevention
- Responsible for safety training and support for safety training throughout City departments; serves as the City Safety Coordinator
- Develops, implements and monitors department budget, approves budget expenditures; prepares and presents special and recurring reports
- Serves as the City's Emergency Manager; keeping all documents, plans and policies pertaining to Emergency Management updated
- Serves as advisor and liaison between the City of Elephant Butte and various regional organizations as appointed

- Manages and coordinates volunteers and other personnel through appropriate delegation and work supervision
- Coordinates and leads weekly volunteer meetings for purposes of developing goals and priorities, assigning tasks and projects
- Discusses and resolves administrative, workload and technical issues; provides for proper training and development of department personnel
- Provides leadership, direction and guidance in program management, technical strategies and priorities; ensures compliance with established policies, procedures, and regulations
- Performs inspections of fire stations, personnel and equipment to determine readiness for action
- Ensures the sanitation, upkeep and general safety of all fire facilities and equipment
- Responsible for the performance of fire pre-planning inspection of commercial businesses and places of assembly. Checks for fire extinguishers, exit signs, emergency lighting, panic exit hardware and occupancy loads
- Attend meetings, trainings and workshops as needed
- Explains municipal ordinances, policies and procedures to the public
- Educates the public on new ordinances and changes in existing ordinances
- Handles confrontational situations
- Prepares and maintains associated paperwork and reports
- Assists the City Manager and Land Use Administration with issuing Zoning Permits, mapping and other land use related matters as needed

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job. There may be other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in Fire Science or Technology, Emergency Medical Services, Public Administration or related field and a minimum of ten years of chief officer experience
- New Mexico Emergency Medical Technician Certification preferred
- Must have knowledge of emergency rescue and fire suppression principles, methods, techniques and practices including the purpose and use of firefighting tools, equipment, vehicles and apparatus
- Knowledge of municipal ordinances and their enforcement
- Excellent writing and proofreading capabilities
- Skill in computer use and communications
- Must be comfortable handling confrontational conversations and situations
- Able to establish and maintain working relationships with citizens, public officials, property owners and businesses

Physical Demand of the Position:

- Desk and field work. High to moderate physical demands; potential for physical exertion and/or harm when responding to fire and rescue emergencies. Must be able to routinely lift

and carry up to fifty (50) pounds. Sufficient clarity of speech, hearing or other communication capabilities, vision or other powers of observation, manual dexterity and personal mobility and physical reflexes sufficient to effectively and efficiently perform essential job functions

- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing or walking for extended periods of time, driving or riding in vehicles
- The usual requirements in an office environment may require lifting boxes of supplies, equipment and occasional adjustment of office furniture
- Occasional squatting or bending required

Pre-employment Requirements:

Must be able to pass a drug screen

Education, experience and references will be verified

A background check will be conducted

Compensation: Depending on Qualifications

Exemption Status: Exempt

Benefits: Participation in the New Mexico Public Employee Retirement Association
Is required. City offers a partial paid insurance program