

Fire Department

Job Description

JOB TITLE: Fire Chief

GENERAL STATEMENT OF JOB

Under administrative direction, provides comprehensive planning, implementation and management of emergency medical and fire suppression services, fire prevention and public safety programs, and disaster preparedness, mitigation and recovery programs. Directly responsible to develop the budget and maintain a fiscal responsibility for the department throughout the year. Provides the best possible control in emergency situations in order to protect the lives and property of those in need of assistance. Supervises subordinate officers through the chain of command. Performs related administrative work as required. Reports to the City Manager.

JOB TITLE: Deputy Fire Chief

GENERAL STATEMENT OF JOB

Under general direction, assists the Fire Chief with the administration and supervision of the Fire Department, ensuring the provision of quality emergency planning and services in order to protect the lives and property of those in need of assistance. Is responsible for directing and coordinating activities of the Emergency Operations Division and responding to emergency scenes as needed. Supervises subordinate officers through the chain of command. Performs related administrative and supervisory work as required. Reports to the Fire Chief.

JOB TITLE: Fire Marshal

GENERAL DESCRIPTION OF JOB

Working primarily in fire service, investigating the causes of fires and enforcing the fire code. Their training and responsibilities build upon those of fire investigators, but focus much more on the law enforcement aspect of the job.

JOB TITLE: Division Chief of Training

GENERAL STATEMENT OF JOB

Under direction, develops, coordinates, implements, and delivers continuing and in-service training and occupational safety and health programs for City employees as directed. Functions as the department Safety Officer and participates on the city's safety action committee. Ensures compliance with all applicable policies, procedures, laws and regulations. Reports to the Deputy Fire Chief.

JOB TITLE: District Chief

GENERAL STATEMENT OF JOB

Under general direction, directs and supervises the activities of department personnel through the chain of command, ensuring proper and prompt response to emergency situations in order to protect the lives and property of those in need of assistance. Performs related administrative and supervisory work as required. Reports to the Deputy Fire Chief.

JOB TITLE: Fire Inspector (Civilian)

GENERAL STATEMENT OF JOB

Under direction of the Deputy Fire Marshal, conducts commercial fire inspections for compliance with fire codes. Participates in fire prevention education programs, performs fire investigations and assists with commercial plan review. Maintains required records and reports and performs related work as required . Reports to the Deputy Fire Marshal.

JOB TITLE: Senior Administrative Assistant

GENERAL STATEMENT OF JOB

Perform a variety of administrative tasks, including managing phones and emails, scheduling appointments and planning meetings.

For this position, you should be able to use your organizational skills to manage your office space and your time, as you will collaborate with clients and colleagues in a fast-paced environment.

JOB TITLE: Division Chief of EMS/Support Services

GENERAL STATEMENT OF JOB

Under general direction, directs and supervises the activities of Fire I Emergency Medical Services personnel through the chain of command, ensuring proper and prompt response to emergency situations and the provision of prompt, quality medical care to the ill and injured. Ensures compliance with all policies, procedures and medical protocol. Performs related administrative and supervisory work as required. Reports to the Deputy Fire Chief.

JOB TITLE: Fire Lieutenant

GENERAL STATEMENT OF JOB

Under direction, supervises and participates in fire suppression, emergency medical assistance and other emergency response activities on assigned shift, ensuring proper and prompt response in order to protect the lives and property of those in need of assistance. Participates in fire prevention and education programming. Maintains records and prepares reports of fire and EMS calls as required. Reports to the District Chief

JOB TITLE: Firefighter/Paramedic

GENERAL STATEMENT OF JOB

Under general supervision, responds to fire, medical and other emergency calls promptly in order to protect the lives and property of those in need of assistance. Provides emergency medical treatment at the Paramedic level; ensures quality medical treatment and transportation for patients to appropriate medical facilities. Performs duties in accordance with all established policies, procedures and medical protocol. Maintains vehicles, supplies and equipment, and prepares required records and reports. Reports to the Fire Lieutenant.