

TOWN OF ALBION

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Gateway to Chain O' Lakes State Park



Fire Chief

DEFINITION:

Under the general direction of the Town Manager, and the Town Council, performs: supervisory, budgetary, operational and maintenance functions related to the Fire Department.

DISTINGUISHING FEATURES:

The Fire Chief is responsible for coordinating the maintenance of all appurtenances with the fire department (e.g. maintaining a continuing check on the proper and efficient operation of all fire equipment, maintaining the fire house located at 210 Fire Station Drive, water pumping, etc.), and responds to all emergency situations, including, but not limited to: fires, medical emergencies, water rescues, hazardous material incidents, vehicle accidents, etc. The Fire Chief is responsible for assigning, or delegating assignments to other Fire Department personnel as necessary. The Town Manager, and Town Council have the authority to include any activity that is necessary for the successful operation of the Fire Department, and the Town of Albion in order to assure that the public welfare is addressed.

ESSENTIAL AND RELATED FUNCTION: Essential, and other important responsibilities, and duties may include, but are not limited to, the following:

Essential Functions: *The list below is indicative of the type of tasks that the Fire Chief is responsible for administering.*

- Creates employee schedules in advance of work week
- Shall plan, coordinate, and direct all activities of the department
- Shall act as the Chief Administrative Officer for the Fire Department, and the executive officer of the department, responsible for the operation of all facets of the Department
- Shall develop Standard Operating Procedures, Rules, and Regulations for the Department with the Town Manager, and Town Attorney
- Shall maintain discipline through the policies set forth in the Town of Albion Employee Handbook, and with consultation with the Town Manager, while promoting the morale of the Department
- Shall attend Noble County Fire Chiefs Meetings, Town Council Meetings, and Volunteer Firefighter Meetings as necessary
- Must be able to interact with the public, employees, and other Town Departments in a courteous, and efficient manner to promote good working relations
- Keeps the Town Manager updated as to the conditions, and operations of the Fire Department
- Analyzes, reviews, and makes recommendations regarding policies, and practices to conform to changing rules, and regulations, as well as needs for long-term planning
- Develops, reviews, and implements all firefighting policies and procedures in accordance with municipal ordinances, state law, and federal laws and regulations
- Takes command in the event of a fire in order to ensure a safe, effective, and controlled response
- Creates, and maintains preventative maintenance schedules for all aspects of the Fire Department (e.g. Checking all emergency firefighting equipment, maintaining the upkeep of all fire trucks, etc.)
- Coordinates the recruitment, in-house training, and direction of the activities of volunteer fire fighters in order to ensure that trained fire fighters are available in the event of a fire

- Completes all administrative tasks as required (maintaining records on incidents of fires, injuries, and loss of property, prepares reports on all areas of firefighting for the Town Council, monitors the firefighting budget, and implements fire prevention education and awareness, etc.)
- Identifies, and analyzes operational problems, working with employees to evaluate alternatives, and implement appropriate solutions
- Oversees, and instructs employees on proper safety procedures for performing work assignments
- Schedules training outside of the Department through the Town Manager for employees as necessary, and maintains a training log
- Responds to emergency situations dealing with the fire department

Related Functions:

- Performs same essential functions as the employees as necessary
- Performs other related duties, and responsibilities as assigned
- Provide a copy of all SDS to the Street Superintendent for records
- Compile and Maintains all documents in regards to the fire department

MINIMUM QUALIFICATIONS:

Sufficient education, training, and/or work experience to demonstrate possession of the following knowledge, skills, and abilities, which would typically be acquired through, or any combination of:

Education and Experience:

- Valid State of Indiana Certifications – *Typically acquired through Firefighter I/II*
- Must have a broad background in firefighting and safety typically gathered through 10 years of experience as a member of the fire service
- Must have an understanding of building construction, and a Hazardous Materials Operations certification
- Must have a High School Diploma
- Fire Sciences, or related Associate, Bachelor or Master's Degrees will be considered to meet experience requirements

Knowledge, Skills, and Abilities:

- Knowledge of principles of modern personnel management, and supervision; and utilization of human (personnel management), and budgeting resources
- Ability to communicate, and interact effectively with others; elicit cooperation of others; work independently; read, interpret, and understand complex rules, regulations, ordinances, executive memos; write clearly and comprehensibly; publish, and edit reports; establish, and maintain sound working relationships; and adhere to a strict ethics policy
- Ability to maintain physical condition appropriate to the performance of assigned duties, and responsibilities
- Ability to communicate with others, and to assimilate, and understand information in a manner consistent with the essential job functions
- Ability to operate computer, copier, fax machine, and other office equipment
- Ability to work mobile as necessary, and to communicate through email
- Ability to make sound decisions in a manner consistent with the essential job functions
- Generally able to read, and understand blueprints, and construction documents/drawings
- Knowledge of the operation, and maintenance of all types of equipment within the current Town inventory will be considered

Special Requirements:

- Possession of a valid Indiana Driver's License
- Certified as a Fire Fighter I/II through the State of Indiana
- Certified in emergency medical care at the level of first responder or higher
- Ability to obtain Training, or Certification in Equipment consistent with essential job functions
- Ability to pass a physical stress test as necessary

WORKING CONDITIONS:

This position is considered a *working* Chief. Work will be performed in an office, and field environment; sustained posture in a seated, and standing position for prolonged periods of time. The physical demands, and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves: walking, talking, hearing, lifting, climbing, using hands to handle, feel, or operate objects, tools, controls, or heavy machinery, and reach above shoulder level with hands, and arms. Vision abilities required by this job include close vision, and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up to 50 pounds, the noise level in the work environment is usually moderately to very loud, the environment, and working conditions require ability to work in extreme heat, or cold climatic conditions, and may include exposure to dust, and airborne irritants, and fumes.

Working time may require irregular hours, and 24 hour on-call at times.