



Part-time Fire Chief, Average of 20 hours per week

Department: Fire Department
Reports to: City Administrator
FLSA Overtime Status: Exempt
Positions Supervised: Assistant Chief, Captains, Paid on Call Firefighters
Grade: 14, \$42,775 to \$57,275 annually

Revision Date: 2024
Council Approval Date:

OBJECTIVE

Administers and coordinates fire protection, suppression and prevention in the City of Princeton and the adjacent Townships served by the Princeton Fire and Rescue Department (PFRD) under contract. To ensure an effective and efficient operation, schedules trainings, supervises firefighters, identifies department needs for equipment, manages the operating and capital budgets of the Department.

ESSENTIAL FUNCTIONS

This job description indicates the normal type and level of work expected of the position. The position holder may be asked to perform other duties as apparent or assigned.

Fire Prevention and Suppression

1. Ensures adequate fire protection, emergency medical services and rescue in the City of Princeton and the adjacent Townships under service contract with the (PFRD).
2. Oversees the procurement and provision of training, whether in person or online; supervise the training division to ensure that all required training is completed annually.
3. Command and control all members of the PFRD, regardless of the divisions to which they are attached, in the performance of their duties.
4. Ensure that records are kept for all fires and emergencies to which PFRD responds. Records shall include the cause and loss incurred in each incident.
5. Oversee the development, implementation, and training regarding pre-fire plans.
6. Perform fire investigations.
7. Respond and take command at fires and emergency incidents. Ensure delegated chain of command when absent.
8. Arrange for and oversee Fire Prevention activities in the community.
9. Review construction plans/building permit applications to ensure proper fire suppression materials are provided. Ensures compliance with the State Fire Code.
10. Investigate complaints regarding violations of the State Fire Code.
11. Establish a fire inspection program aligned with the State Fire Marshall's office for businesses not covered by the State Fire Marshall's office.

Personnel Management

12. Insure proper management, discipline, training and performance of all members of the PFRD.
13. Prescribe and enforce as necessary policies, procedures and guidelines relating to the performance of firefighter duties.
14. Balance personnel by assignment, details and tasks to provide efficient fire department operations.

15. Ensure that records relating to personnel rosters, training records, attendance are documented regularly and accurately.
16. Enter and approve payroll in the City's payroll system.
17. Manage and coordinate the hiring process with the PFRD hiring committee to ensure that the department is adequately staffed; work with the Fire Executive Board to develop staffing alternatives as needed to address market and societal changes.
18. Coach, admonish, reprimand or discipline any member who willfully violates any PFRD rule, regulation or the City of Princeton Personnel Manual.
19. Promote a safe, coordinated, and cooperative work environment to motivate members to work up to their potential.
20. Maintain a thirty-five percent (35%) attendance of all calls and a minimum of seventy-five percent (75%) attendance of Tuesday night trainings.

General Operations Management

21. Manage and arrange for the acquisition, inspection and maintenance of PFRD equipment, vehicles, and Fire Station; establish and implement policies and procedures to ensure equipment and vehicles is repaired, maintained and replaced in a timely manner.
22. Oversee the development, implementation, and regular review of Standard Operating Procedures and Standard Operating Guidelines.
23. Manage the PFRD operating and capital budgets, including certifying that all bills charged to the Department are correct.
24. Preside at all PFRD Fire Executive Board meetings, ensure that actions of the PFRD Fire Executive Board are completed.
25. Prepare and present an Annual Report to the PFRD, Fire Advisory Board and City Council at the conclusion of each service year.
26. Prepare information for and attend Fire Advisory Board meetings to report on training practices, policy matters, working conditions and related subjects that may affect the efficiency of fire department operations.
27. Seek funding outside of the property tax levy for the purchase of equipment or supplies instrumental in the work of the PFRD.
28. Arrange for execution of contracts as needed.
29. Attend weekly Department Head meetings and City Council meetings to report PFRD updates.
30. Communicate to the City Administrator trends in firefighting and PFRD needs that have a budget impact.
31. Coordinate with the Emergency Management team during training and disasters; command PFRD members during such events.
32. Work with other Department Heads and Managers as needed.

MINIMUM QUALIFICATIONS

Valid MN driver's license. Must have State Certification in Firefighter 2, Fire Officer I, Emergency Medical Responder (EMR) and Hazardous Material Operations. Must have obtained ICS 100, 200, 300, 400, 700 and 800. Ten (10) years firefighter experience with a minimum of two (2) years' experience/rank as Captain. Meet all requirements of a PFRD firefighter.

Preferred Qualifications

Previous Fire Chief experience. State Certifications in Fire Officer II, Fire Instructor II. Associates Degree in Fire Science or related field.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of firefighting equipment, practices, principals, methods and techniques; knowledge of fire codes, fire prevention laws and regulations; knowledge of OSHA safety regulations, training requirements, etc.

Skill in analysis and problem-solving, making decisions, negotiation, effective verbal and listening, public relations, stress and time management. Skill in reading, writing and speaking English proficiently, organizing and prioritizing work; preparing factual, clear and concise oral and written reports; experience with Microsoft Office.

Ability to take full command at any incident PFRD responds to; develop and maintain effective working relationships with department heads, co-workers, vendors, and members of the public; deal effectively with people in difficult situations; communicate effectively, both verbally and in writing; translate complex technical information into understandable messages; understand and carry out oral and written instructions; analyze problems and prioritize the implementation of solutions; work independently, exercise good judgment, and meet deadlines; perform multiple on-going tasks accurately and efficiently; development and implement effective policies and procedures; accurately create and maintain records.

EQUIPMENT

Fire suppression equipment, vehicles, computers, portable and fixed radios, pagers.

WORKING CONDITIONS

Hours worked are 20 hours per week. Work is performed in both an office setting and outside environments; travel is required between various city sites. Subject to frequent interruptions and physical exertion. Work requires considerable attention to detail.

PHYSICAL REQUIREMENTS

Reaching, standing, climbing, bending, stooping, crouching, crawling, running, kneeling, walking, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions. Specific vision abilities required for this position include close vision and the ability to adjust focus.

Must be able to push, pull, lift and carry as needed up to 100 pounds.

ADA CONSIDERATIONS

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.