FIRE CHIEF

POSITION SUMMARY

The Fire Chief is responsible for the leadership and management, planning budgeting and directing of all Dickinson Fire Department functions, operations, and personnel through the supervision of staff and review of their activities.

RESPONSIBILITIES

Essential Duties:

- Reviews the general operation of the department to determine efficiency.
- Provides direction on major projects or problem areas.
- Develops and implements policies and procedures and provides policy guidance.
- Through consultation with City Officials, develops recommendations for the protection of life and property in the City.
- Plans and administers all aspects of the department budget.
- Promotes the fire department and participates in support activities to insure success of the volunteer program and public support of fire prevention and education activities.
  Responds to alarms and directs activities at larger fires and other incidents.
- Performs other duties as required or assigned.

Knowledge, Skills And Ability: (position requirements at entry):

- Knowledge of the strategy and tactics employed in modern firefighting;
- The facilities, equipment and personnel needed to provide fire and life safety services and operations.
- Methodology of Community Risk Assessment.
- National, State and Local Fire and Building Codes and Ordinances.
- Incident Command structure and application.
- Makes effective verbal and written presentations.
- The principles and methods of budget preparation and monitoring.
- Using a variety of office equipment and related applications;

Judgment/Decision Making:

- Develops strategic direction, goals, plans, and policies for the fire department.
- Sets broad objectives and is accountable for overall results in the fire department.
- Authority to make decisions for the fire department on matters of significance.
- Requires a high degree of independent judgment and problem solving of complex problems.
- Errors in judgment could jeopardize the viability of one or more line(s) of business and/or operation(s).

FIRE CHIEF

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Responsible for the overall direction of the fire department through subordinate managers.
- Encourages employee growth and development by providing or encouraging learning opportunities.
- Sets goals and objectives for others to work towards and monitors performance.
- Responsible for staff discipline; makes hiring and firing recommendations.
- This position reports to the City Administrator.

Relation to Others:

- This position has high level contact with others in key positions involving areas within the City, community, business leaders, media and other dignitaries at local, state, or federal level.
- Typically handles highly sensitive information.
- Personally ensures problem resolution. Identifies barriers to effective communication and holds self and staff accountable for customer service excellence.
- Communication includes one-on-one, frequent small group presentations, and large group presentations with an audience that may include residents, staff or other local and state officials.
- Contacted directly by media and may make statements to media per policy.

SKILLS

Education and Experience:

- Bachelor's Degree, Masters preferred, with course work in one or more of the following; Fire Science, Public Administration, Management, Business or related fields.
- Ten years of progressively responsible experience in a career or combination Fire Department, with a minimum of three years of administrative and supervisory experience at an officer's level.
- Equivalent combination of education and experience sufficient to successfully perform the essential duties of the job is acceptable.

Special Requirements:

- Valid Driver's License Upon hire
- Certification as a North Dakota Firefighter II & Fire Service Instructor I or equivalent Nationally Recognized Certification. Upon hire
- NIMS 700 and 800A and ICS 100, 200, 300 and 400. Upon hire
- Professional Rescuer CPR and First Aid Certification. Advanced medical training preferred. Upon hire
- Weapons of mass destruction/Hazardous Materials Operations level certification. Upon hire

- Executive Chief Officer I certification within two years of hire.

WORKING CONDITIONS:

Environment:

- Physical requirements: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- May be subjected to hazardous conditions including but not limited to: fumes, odors, dusts, gases, chemicals, poor ventilation, body fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.
- Heavy Work: Exerting up to 125 pounds of force as necessary during emergency response, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Work is typically performed in both office and field settings. Work involves episodes of strenuous physical activity, routine exposure to the threat of physical harm including the threat of loss of life, exposure to hazardous substances, unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against.

CLASSIFICATION: Grade 22 (G-22)
FLSA: Exempt
Approved by: Human Resources
Revision Date: 5/7/2019
Updated: 5/24/19 By HR/Chief Sivak, 6/24/22 by HR. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.