

FIRE CHIEF

The City of Bixby is currently accepting applications for the position of Fire Chief. The City of Bixby has a population of 27,000 with a median household income of \$76,515.00 and is considered the fastest growing city in the region. The Bixby Fire Department operates out of two fire stations with 27 paid staff and 8 volunteers. The fire response area covered is approximately 88 square miles. The City of Bixby offers a very competitive salary and benefits package.

Qualifications

Oklahoma Executive Fire Officer (Preferred)

EMR or EMTB (Preferred)

IFSAC Fire Officer 1 (Required)

IFSAC Instructor 1 (Required)

Fifteen (15) years of experience in Fire or Emergency Medical Service work

And at least five (5) years in a supervisory capacity of Captain or above.

Summary/Objective

The fire chief performs a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plans, coordinates, supervises and evaluates fire and EMS operations.
- Establishes policies and procedures for fire department to implement directives from the business administrator, mayor or city council.
- Plans and implements fire and EMS programs for the city to better carry out the policies and goals, including those set forth in the city's affirmative action plan; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation and presentation of an annual budget for fire department; directs the implementation of the departments' budgets; plans for and reviews specifications for new or replaced equipment.

FIRE CHIEF

- Responds to alarms and may direct activities at the scene of major emergencies, as required.
- Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- Supervises the operation of departmental in-service training activities.
- Controls the expenditure of departmental appropriations.
- Handles grievances, maintains departmental discipline, conduct and general behavior of assigned personnel.
- Prepares and submits reports to City Manager regarding the department's activities and prepares a variety of other reports as appropriate, including the annual report of activities.
- Plans departmental operations with respect to equipment, apparatus and personnel; supervises the implementation of such plans.
- Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for, and recommends the purchase of, new equipment and supplies.
- Meets with elected or appointed officials, other fire/EMS officials, community and business representatives, and the public on all aspects of the department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field.
- Represents the city fire department in a variety of local, county, state and other meetings.
- Serves as a member of various employee committees.

Competencies

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.
8. Technical Capacity.

Supervisory Responsibility

Exercises supervision over fire department personnel.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee occasionally works in

FIRE CHIEF

outside weather conditions. The employee is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. The individual may be exposed to blood or other potentially infectious materials during the course of duties.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell.

The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Position Type/Expected Hours of Work

This position may requires long hours and frequent weekend work.

Travel

Travel is primarily local during the business day, although some out-of-area travel and overnight may be expected.

Applications are available at www.bixbyok.gov or at City Hall. Applications will be accepted until 4:30 p.m. on Friday December 28, 2018. Submit completed applications along with a Resume to Payroll and Benefits Coordinator, 113 West Dawes Ave., Bixby, OK 74008 or ltunnell@bixbyok.gov. Applications may also be mailed to City of Bixby P.O. Box 70, Bixby, OK 74008 or Faxed to (918) 366-4416. The City of Bixby is an EOE.