City of Lowell
Job Description
Please Post: August 24, 2015
Deadline: September 8, 2015
Fire Department
Fire Chief

Job Title: **Fire Chief** (1100-J#1220, 2188)
Department: Fire Department
Reports To: City Manager
Salary: Negotiable

SUMMARY
Highly important administrative position with overall for the planning, directing and evaluating all fire fighting and fire prevention activities. The position entails responsibility of the highest order for the protection of lives and property. The instruction and training to recruits, as well as the maintenance of high standards of performance throughout the force, are the final responsibilities of the Chief. General direction is received from the local chief executive or legislative authority responsible for administering the fire department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
Takes active command at fires of all companies responding to the alarm.
Assigns companies or individual fireman to lay out and connect hose lines and nozzles, turn water on and off, raise ladders and ventilate buildings.
Makes recommendations for and passes upon the purchase of equipment, addition of personnel, and other matters for the betterment of the service.
Plans and directs training activities for new employees and for those in service.
Is responsible for discipline and morale of the department.
Investigates causes of fire occurring within local area.
Prepares oral and written reports on all activities for the department.
Prepares departmental budget.
Issues work orders for the department.
Inspects sprinkler systems, fire alarm systems, buildings and plans, for compliance with fire prevention code, and issues permits.
Plans and directs fire prevention activities, including periodic inspections of buildings, premises and industrial processes, for fire hazards and the education of the public.

SUPERVISORY RESPONSIBILITIES
Directly supervises approximately 24 employees in the Fire Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A. Graduation from high school or possession of a high school equivalency diploma, and
B. (1) Two years of experience in the class title immediately below the Fire Chief in the department; or (2) Four years of experience in the class title two grades below the Fire Chief in the department, or (3) An equivalent combination of training and experience as outlined by the limits of (1) and (2) above.

Comprehensive knowledge of modern fire fighting principles, practices and equipment and fire prevention methods.
Thorough knowledge of the City's building code and fire prevention laws and ordinances.
Thorough knowledge of the City's geography of the local area and of the fire hazards and conditions of buildings within the local area.
Thorough knowledge of first aid methods.
Ability to plan and direct the work of subordinates and to maintain discipline.
Administrative ability of a high order.
Ability to plan, supervise and coordinate the work of others.
Ability to interpret the work of the fire department and to maintain cooperative relationships with other local area officials and the public.
Integrity, resourcefulness, sound judgement, physical condition commensurate with the demands of the position.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI, post offer.

Qualified individuals send resume and/or application along with three references to Mary Callery, Human Relations Director, Human Relations Office, City Hall, 375 Merrimack Street-Room 19, Lowell, MA 01852 by 4:00PM Deadline September 8, 2015. Applicants may also email to cityjobs@lowellma.gov or fax to 978-446-7102

EOE/AA/504 Employer