

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE Fire Chief (524)
DEPARTMENT Fire Department
PERIOD TO APPLY: 3/16/2018-3/14/2018
SUPERVISOR: City Manager

SALARY RANGE: \$37,975-64,879 (P)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/Full-Time
LOCATION: Fire Department

GENERAL PURPOSE

Performs professional administrative and managerial duties related to planning, organizing, directing, staffing, and coordinating fire prevention, field services, support services, and other public safety activities as required within the City of Santa Fe.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager's office.

SUPERVISION EXERCISED

Provides policy guidance and direction to Assistant Fire Chief(s). Provides general supervision to clerical support staff.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Plans, directs and administers fire prevention, suppression and rescue programs and related field and support operations of the city related to emergency and non-emergency conditions; recommends policy revisions and implements action plans and strategies; develops, recommends and/or approves changes in fire ordinances and codes; directs fire code enforcement programs and practices; determines essential resources needed to achieve program objectives and allocates resources to various phases of department operations; directs or participates in the examination of building plans and specifications for compliance with fire codes and gives approval.

Prepares and administers department budget; approves ordering of equipment and supplies; verifies costs incurred by department; monitors expenditures to assure conformity to established fiscal constraints; prepares and writes reports on department activity; seeks and applies for alternative funding through grants and other financial programs targeting fire prevention and safety; administers funds and programs to conform to grant requirements.

Supervises and conducts departmental training related to fire prevention, suppression, investigation, emergency medical response, equipment maintenance and hazardous materials handling; may serve as member of county EMS council and local emergency planning committee.

Exercises supervision over department personnel; establishes policies, rules and regulations as deemed necessary and expedient for the department; assigns and evaluates work; handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel; disciplines personnel when necessary; oversees administration of union agreement.

Assists with interviewing, screening and hiring of new department members; supervises and coordinates the training of new personnel; participates in the planning and implementation of fire drills; conducts department meetings; updates and informs personnel of new policy changes or procedures.

Directs departmental emergency response and emergency medical program; participates in and/or delegates investigation of fires (24 hours a day); determines the magnitude and needs of the fire and/or hazardous material incident to expedite suppression or containment and minimize property loss.

Assumes any position in the incident command structure as needed; directs department personnel in the performance of their duties; makes decisions concerning effective fire strategy, water source usage, overhaul, removal of property, and blockading streets or other entrances while a fire is in progress for the protection of life and property; may perform firefighting activities including operating equipment, laying hose, and performing fire combat, containment and extinguishment tasks; may direct activities at the scene of major emergencies, as required.

Supervises and participates in the inspection of building and other properties for fire hazards and enforces fire prevention ordinances.

Develops and oversees station maintenance and general upkeep; assures upkeep and functional operation of all equipment and fire fighting apparatus; assures department readiness to deliver efficient and effective response to fire and emergencies.

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Conducts public meetings or issues public notices to inform citizens of fire hazards in the community and activities of the Fire department; enforces rules and regulations established for protection of life and property; may make presentations to schools and civic groups; develops and maintains good public relations with the community.

Attends city council meetings and other city committee meetings as necessary to give advice regarding department operations and to contribute to the planning processes of the city; participates as a member of the city's management team; serves as a member of various local, county and/or state committees and boards, i.e., City/County Regional Emergency Communications Center.

Performs related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Associates Degree in fire science, business or public administration or related field;

AND

Fifteen (15) years progressively responsible fire fighting, EMS and management experience; Four (4) years of which must have been in a supervisory capacity;

OR

An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of laws, ordinances, codes, and regulations effecting goals, objectives, and department operation; modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; maintenance requirements and practices of fire fighting equipment and apparatus; departmental rules, policies and regulations; city geography; first aid and resuscitation techniques and related emergency medical practices and procedures. **Considerable knowledge of** principles of supervision and management practices and procedures; budget development and preparation; common fire and chemical hazards and related safety precautions; public speaking and interpersonal communication skills; modern practices related to personnel training, management and motivation; fire fighting techniques and equipment; fire/arson investigation procedures.

Considerable skill in the art of diplomacy and cooperative problem solving leadership and management; evaluation of tactical and operational requirements of conflagration situations. **Skill in the use of** emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, calculator, telephone.

Ability to plan, organize and direct the implementation of overall fire department programs and objectives; direct and supervise various levels of professional fire fighters; evaluate performance without partiality; communicate effectively, verbally and in writing; make quick and accurate decisions in emergency situations, develop effective working relationships with local elected officials, city merchants, subordinates, and the public.

SPECIAL QUALIFICATIONS:

Must possess a valid New Mexico Class E license or CDL . Must possess EMT-B or higher. Must be New Mexico State fire fighter certified, Level 1, NFPA 1001 standards. May be required to become Wildland Firefighter Certified, S-130, S-190, I-100. May be required to be SARA, Title III Certified (HAZMAT). May be required to possess and maintain a valid Emergency Medical Technician license from the State of New Mexico.

WORK ENVIRONMENT:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Emergency response travel expected in normal course of performing duties. Many functions of the work pose high degree of hazard uncertainty. Various levels of mental application required, i.e.; memory for details, emotional stability, discriminating thinking, creative problem solving. Works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. Continuous use of motor skills.

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ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

