

# **JOB OPENING**

## **CITY OF FARMINGTON**

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### **JOB POSITION #41: FIRE CHIEF**

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**NUMBER OF VACANCIES:** 1      **DEPARTMENT:** Fire  
**WORK LOCATION:** Fire Station 1  
**PAY CLASS:** Executive, Exempt      **SALARY RANGE:** \$6,269.00 - \$9,024.34 per month  
**DAYS WORKED:** Mon - Fri      **HOURS WORKED:** 8 a.m.-5 p.m.  
**TYPE OF POSITION:** Regular Full-time  
**APPLICATIONS WILL BE RECEIVED UNTIL:** Open Until Filled

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### **JOB DUTIES**

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*Resumes submitted without a City of Farmington application  
will not be considered in our job selection process.*

#### ESSENTIAL DUTIES:

Works under the General Guidance and Direction of the City Manager. Maintains an effective communication process with the City Manager.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

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.

Manages and leads the fire department staff directly or through subordinate supervisors using leadership skills that include implementing an effective program of management by walking around including all departmental work units. Maintains an open work environment within the department.

Supervises the Deputy Chief, Fire Marshal, and Office Manager directly, and other department staff, officers or volunteers through subordinate officers.

Develops, implements, monitors, and adjusts, as necessary, an effective communication system throughout the fire department.

Plans, coordinates, supervises and evaluates Fire Department efficiency and effectiveness; formulates programs or policies to alleviate deficiencies.

Establishes policies and procedures for the Fire Department in order to implement directives from the City Manager.

Job Posting #41 – Fire Chief

Plans and implements Fire Department programs for the City in order to better carry out the policies and goals including those set forth in the City's Affirmative Action Plan.

Supervises and coordinates the preparation and presentation of an annual budget for the Fire Department; directs the implementation of the Department's budget; plans for and reviews specifications for new or replaced equipment.

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.

Directs the operation of departmental in-service training activities to ensure adequate staff are trained and certified to fulfill the Fire Department's mission.

Controls the expenditure of departmental appropriations.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits periodic reports to the City Manager regarding the Fire Department's activities and prepares a variety of other reports as appropriate including the annual report of activities.

Plans departmental operation 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 Departments' activities.

NON-ESSENTIAL DUTIES:

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.

Attendance at work is an essential function of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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## QUALIFICATIONS

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This position is subject to the City of Farmington Drug and Alcohol Testing Policy which includes, pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Graduation from a college or university with a Bachelor's degree in fire science, public administration or a closely related field. Seven (7) years of experience in fire or emergency medical service work, four (4) years of which must have been equivalent to Fire Captain, Fire Battalion Chief, Fire Marshal. In lieu of a Bachelor's degree, the following experience will be deemed eligible for consideration:

An Associate's Degree plus twelve (12) years of experience in fire work as a certified officer with a minimum of five (5) years of supervisory experience at a captain or higher level within a similar or larger-sized department.

Completion of the Fire Basic Training Academy or Equivalent.

Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.

Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Valid New Mexico driver's license or state of current residency with acceptable driving record for the past three years.

Ability to read and write the English language, and ability to meet Departmental physical standards.

**Extensive background check is required.**

## TOOLS AND EQUIPMENT USED

Job Posting #41 – Fire Chief

Standard office equipment; personal computer and associated equipment; two way radio; pager; cellular telephone; Mobile Data Computer (MDC).

### 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 frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 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.

### 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.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally 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.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

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WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.