



## **Nowthen Fire Department Interim Fire Chief Job Description**

**Position Title: Interim Fire Chief/ Emergency Manager**

**Department: Fire Department**

**Accountable to: City Administrator**

**FLSA Status: Part Time Exempt (20-30 hours/week flexible)**

### **Nature of Work**

This position provides leadership in the Fire Department and is responsible for managing all Fire Department operations including twenty-four-hour fire suppression, rescue, and EMS operations; fire training; fire prevention and public education; and fire inspections and investigations. Provide effective coordination of services with appropriate State and local fire organizations.

### **Supervision Received and Exercised**

Work is performed independently with guidance and direction from the City Administrator.

This position supervises Fire Department staff. The position serves as the liaison to the City Council any contract cities the department provides services for.

### **Examples of Work**

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

- Plans, coordinates, supervises, and evaluates fire, rescue, and EMS operations, including fire ground safety, inspections and code enforcement, fire prevention and investigation programs and training.

- Provides leadership and direction to employees in the Fire department within the scope of city employment rules and standards; has overall responsibility for employment decisions including hiring, disciplinary action, performance review and termination. Trains employees in firefighting and rescue procedures.
- Responds to emergencies, directing activities at the scene, as needed.
- Promotes and provides collaborative relationships with other City departments (i.e. Sheriff, Building Inspectors), and surrounding municipalities, counties, and state agencies for coordination of emergency response and protection plans as well as disaster readiness. Assures NFPA and OSHA compliance.
- Addresses residential and commercial property owners' questions and concerns with fire safety and risk management.
- Oversees fire prevention and investigation programs, gathering notes from scene and witnesses; communicates with insurance companies and/or local, state, and federal agencies; serves as expert witness in court proceedings.
- Work with City staff to provide input on the development of recommendations to the city.
- Ability to meet future staffing, equipment, facilities, and technology needs. Oversee the proper maintenance and efficient use of current equipment, facilities & technology.
- Oversee the formulation of department policies, goals, and objectives in alignment with City Council outcomes. Work with the City Administrator, the Management Team, and other staff to determine goals and priorities. Stay abreast of city needs and encourage input/ideas from all personnel.
- Develop and maintain an effective, well-trained staff. Work with employees to plan staffing needs and participate in the selection of personnel. Direct proper training and the supervision of all employees to provide flexibility, broaden expertise and provide overall growth and career development.
- Oversee Fire Prevention efforts. Develops and executes the development of fire inspection programs, community fire education programs, fire investigation and fire code enforcement.
- Oversee Fire training programs and establishes minimum training standards and safety practices.
- Maintain effective measurement systems for Fire response in accordance with City goals. Report measures on impacts of operational changes.
- Respond to major alarms and directs operations at the scene of larger fires.
- Direct and oversee department public information activities. Develop positive relations with community groups, residents, businesses, City staff and other governmental entities.
- Perform research functions as needed or as assigned. Review and analyze information on fire operations, fire-related laws, regulations, and developments. Compile data and develop recommendations as appropriate for long-term departmental objectives.
- Review performance of employees as a basis for providing on-going feedback and complete employee performance evaluations in conformity with City guidelines.

- Attends staff, community, committee, and council meetings as necessary.
- Develop an annual budget covering all functions of the Fire Department and monitor expenditures to ensure compliance with the budget. Assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Manages department budgets and assists in the preparation of the City's capital improvement plan, the strategic staffing plan, and annual City budget.
- Perform other duties and responsibilities as apparent or assigned.

### **Emergency Manager**

Serves as Emergency Management Director for the City.

- Maintains the City Emergency Operation Plan (EOP).
- Maintains the City Emergency Resource Manual (ERM).
- Coordinates duties with the city administration in order to effectively respond to an emergency situation.
- Maintains and monitors the Emergency Warning Sirens to ensure adequate coverage in case of an emergency.

### **Required Knowledge, Skills and Abilities**

#### **Knowledge:**

- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Fire and Emergency Services- Fire training instructor experience, Knowledge and proficiency with all applicable state and local fire codes and ordinances, along with Incident Command and Hazardous Materials; Applicable federal, state and local laws, codes, ordinances and standards.

#### **Skills:**

- Judgment and Decision Making — Consider the relative costs and benefits of potential actions to choose the most appropriate one.

- Complex Problem Solving — Identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking — Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Speaking — Talk to others to convey information effectively.
- Coordination — Adjust actions in relation to others' actions.

#### Abilities:

- Oral Comprehension — Able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — Able to communicate information and ideas in speaking so others will understand.
- Written Comprehension — Able to read and understand information and ideas presented in writing.
- Deductive Reasoning — Able to apply general rules to specific problems to produce answers that make sense.
- Speech Clarity — Able to speak clearly so others can understand you.

#### Minimum Requirements

- At least five years of paid-on-call fire department experience with increasing responsibility.
- At least 5 years supervisory/managerial experience.
- MN State certified Firefighter I and II, Hazardous Materials Operations and EMT-B.
- Currently certified in NIMS 100, 200, 700 and 800.
- Minnesota State Certified as Fire Inspector I or higher meeting FFPA 1037.
- Must be proficient in Microsoft Office and Image First Due Software
- Must pass required background, psychological and related-aptitude test as well as physical standards for employees of the fire department.
- Fire Instructor I.
- Valid Minnesota driver's license.

#### Desirable Qualifications

- 10+ year's supervisory experience in emergency services.
- Fire Officer I.

#### Compensation

- \$855 per week October – December 31, 2024 (\$44,460 annually)
- \$1,150 per week January 1 – March 31, 2025 (\$59,800 annually)
- No additional compensation/ no paid-on-call compensation.
- No PERA as temporary employees are excluded if employment is for a predetermined period of 6 months or less.

### **Physical Demands and Working Environment**

- Climb, pull, lift, and move objects.
- Drive a command vehicle at high speed with lights/siren to emergency site.
- Ability to sit/stand at computer for varying periods of time in an Office environment.
- Exposure to all weather types and extreme temperatures.
- Exposure to smoke, fumes, heat, chemicals, solvents, oils and pathogens.
- Heights and enclosed spaces

### **Additional Information**

- Period of employment is expected to be until March 31, 2025.
- Should a permanent fire chief be retained during the employment period, applicant shall be reclassified as an advisor to the new fire chief during the remainder of the employment period with such duties as assigned by new fire chief and/or the City Administrator.
- There will be a 90-day review of performance.
- This is an FLSA (Fair Labor Standards Act) exempt position.
- Fire Department medical and psychological exams must be satisfactorily completed.
- Criminal History Background Check must be completed after offer of acceptance.

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Visit <https://www.cityofnowthen.com/current-job-openings>

or stop into our city offices for an application.

Applications and Resumes can be emailed to [natalie@cityofnowthenmn.net](mailto:natalie@cityofnowthenmn.net)

or returned to the City Offices.