

Town of Peralta

JOB DESCRIPTION

TITLE: Fire Chief

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

Essential Job Functions: *(Essential functions as defined under the Americans with Disabilities Act may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Plans, organizes, and directs the operation of the Town of Peralta Fire and EMS operators.
- Establishes policies and procedures for Fire and EMS Departments in order to implement directives from the Town Administrator and the Mayor and Town Council.
- Plans and implements Fire and EMS Programs for the Town of Peralta in order to better carry out the policies and goals including those set forth in the Town of Peralta 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 and EMS department; directs the implementation of the department's budgets; 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 operations of departmental in-service training activities.
- Controls the expenditure of departmental appropriations.
- Investigates and resolves employee grievances, maintains departmental discipline and the conduct and general behavior of Fire/EMS personnel.
- Prepares and submits monthly and annual reports to the Town of Peralta administrator regarding department activities.
- 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 within the Town of Peralta and/or other Fire/EMS officials, community, 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 Town of Peralta Fire/EMS Departments in variety of local, county, state and other meetings.
- Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- Serves as a member of various employee committees.
- Ensures that laws and ordinances are enforced and that public peace is maintained.

Knowledge and Skills:

- Knowledge of all aspects of Fire Department operations and activities.
- Knowledge of modern fire suppression and prevention techniques.
- Knowledge of emergency medical services principles, procedures, techniques, and equipment.
- Knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T. Certification.
- Knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Knowledge of supervisory principles, practices, and methods.
- Skill in effective training and supervision.
- Skill in effective verbal and written communication.
- Skill in establishing and maintaining effective working relationships with other employees, supervisors and the public.

Minimum Qualifications:

High School Diploma or equivalent; and completion of the Fire Basic Training Academy or equivalent; and seven (7) years experience in fire and emergency medical service work, including three(3) years of supervisory experience; or equivalent combination of education, training and experience.

Required licenses/Certifications:

New Mexico Firefighter Level 1 Certification; State E.M.T. Certification; EMS First Responder Certification, CPR Instructor Certification; a valid New Mexico Class E Drivers License.