



**TOWN OF HOCHATOWN
POSITION DESCRIPTION**

TITLE:	FIRE CHIEF	SALARY:	DOQ \$60,000 - \$90,000
DEPARTMENT:	ADMINISTRATION	LAST UPDATE:	OCT 1 st , 2024
REPORTS TO:	TOWN ADMINISTRATOR	FLSA DESIGNATION:	EXEMPT
OPEN DATE:	10/1/2024	CLOSE DATE:	10/31/24 or Until Filled

Application Process:

Interested candidates should email a detailed resume and cover letter outlining relevant experience and vision for building the fire department from the ground up. All emails should be sent to Jobs@Hochatown.gov with a subject line of "Fire Chief Application – [YOUR NAME]".

DEFINITION:

This is a very unique opportunity to create a new Fire Department from the ground up. Under the direction of the Town Administrator, the Fire Chief is responsible for establishing and leading the Town of Hochatown’s new fire department, encompassing all operational facets such as budget proposals, personnel management, emergency response protocols, community engagement, and regulatory compliance. This role involves providing administrative direction and leadership for all fire department functions and operations through effective supervision of staff and review of activities. Key responsibilities are assessing departmental efficiency, guiding major projects, acquiring necessary facilities and equipment, developing a plan of action to significantly reduce the ISO rating for the area, addressing problem areas, planning for future needs, and developing and implementing policies and procedures. Additionally, the Fire Chief will collaborate with Town officials to formulate recommendations for the protection of life and property, while also performing any other related duties as required.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction from the Town Administrator.
- Exercises direct supervision over all fire department personnel, volunteers, including firefighters and any administrative staff assigned to the Fire Department.

Essential Functions:

- **Policy Development:** Create comprehensive policies and operational procedures for the new department, addressing all aspects of fire service delivery, safety protocols, and emergency response.
- **Budget Creation:** Develop an initial budget outlining all financial requirements for personnel, equipment, training, and operational expenses.
- **Facility Identification:** Research and identify suitable land and facilities for fire station development, ensuring compliance with local zoning and land use regulations.
- **Equipment Identification:** Research and identify necessary equipment for fire station operations, ensuring capabilities are met with the required operational standards, community needs, and safety regulations to support effective emergency response and service delivery.
- **Monitoring and Oversight:** Continuously monitor the budget, ensuring adherence to fiscal constraints and making adjustments as necessary.
- **ISO Rating Management:** Develop and implement best practices and operational strategies to enhance fire service efficiency and effectiveness, ensuring the Town of Hochatown achieves and maintains the greatest possible ISO rating to significantly reduce insurance rates and improve community safety.
- **Standards Adherence:** Ensure that all policies and operational practices comply with local, state, and federal regulations.

- **Certification Management:** Maintain necessary certifications for personnel and equipment, ensuring that all staff receive required training.
- **Public Relations:** Serve as the primary spokesperson for the fire department, fostering relationships with community members, local government, and organizations.
- **Fire Safety Programs:** Develop and implement fire prevention and safety education initiatives tailored to the community's needs.
- **Response Protocols:** Develop and implement comprehensive emergency response plans that include fire suppression, medical response, and hazard management.
- **Inter-agency Coordination:** Establish partnerships with local, state, and federal emergency response agencies to enhance overall preparedness.
- **Staffing Plans:** Create a staffing model that aligns with departmental needs and budgetary constraints.
- **Training Programs:** Design and implement recruitment and training programs for new firefighters, ensuring a high level of readiness and competency.
- **Set and Execute Strategy:** Oversees the development, implementation, and administration of all District programs and services, including fire protection response, emergency medical services, business operations, training and professional development, prevention programs, safety, and emergency management programs, emphasizing safety of first responders. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources; initiates, coordinates, and enforces systems, policies, and procedures.
- **Build Senior Leadership Team and Set Culture:** Establishes and regularly measures positive organizational culture; models organizational values; creates a welcoming culture of belonging, inclusivity, accountability, candor, and transparency; builds and strengthens relationships with all members of the organization. Ensures proper personnel administration is practiced by all levels of supervision throughout the District, including, but not limited to, the selection and training of employees; providing comprehensive training and professional development; evaluating employee performance; providing effective coaching and mentoring; identifying and resolving problems; and taking corrective measures, including appropriate disciplinary actions.
- **Communicate & Work Effectively with All Stakeholders:** Participates in metro, state, and national professional fire organizations; represents the District to the legislature, special interest groups, and appropriate officers of local, state, and federal government; promotes District successes and needs; shares information and data, influences initiatives; participates in finding impactful solutions to challenging situations.
- **Emergency Response:** Responds to major incidents as a senior advisor and as an interface with the community, community leaders, and other elected officials.

ADDITIONAL DUTIES:

- Any other duties as assigned by the Town Administrator.

TRAINING and OTHER REQUIREMENTS:

- STATE REQUIREMENT: Minimum of 3 years of experience as a paid firefighter, as per Oklahoma State Statute Title 11-29-102.
- Valid Oklahoma firefighter certification and any additional relevant certifications (e.g., EMT, paramedic).
- IFSAC – Fire Officer 1 or equivalent.
- IFASC – Instructor 1 or equivalent.
- A bachelor's degree in fire science or a related field is preferred.

KNOWLEDGE/SKILLS/ABILITIES:

- Strong leadership, organizational, and communication skills.
- Knowledge of fire service operations, emergency management, and safety regulations.
- Ability to manage budgets effectively and develop policies that meet community needs.

PHYSICAL ABILITIES:

- Ability to perform physically demanding tasks related to firefighting and emergency response, including lifting, climbing, and operating equipment.

PHYSICAL DEMANDS:

- Frequent standing, walking, climbing, and lifting, with exposure to various environmental conditions.

EQUIPMENT AND TOOLS UTILIZED:

- Firefighting equipment, emergency medical equipment, and communication devices.

WORK ENVIRONMENT:

- Primarily in an office setting but includes outdoor environments and emergency scenes, with potential exposure to hazardous conditions.

MISC. JOB DETAILS:

Benefits include but are not limited to medical; sick leave; vacation accrual; 12 paid holidays not including an additional paid day off for employee holiday; bereavement leave; take-home vehicle for official business; all or a portion of relocation expenses may be repaid at the sole discretion of the Board.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

This job description is not an employment agreement or contract. The Town Administrator has exclusive right to alter this job description at any time without notice.

The Town of Hochatown, Oklahoma, is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with Human Resources and/or Town Administrator.