

CITY OF CAMANCHE JOB DESCRIPTION

Position: Fire Chief

Reports to: City Administrator

Department: Fire Department

Revision Date: June 2025

GENERAL SUMMARY

Under administrative direction from the City Administrator, the Fire Chief directs and coordinates activities in the Fire Department including supervising fire fighter and ambulance related activities, providing training and education for both firefighting and EMS services, fighting and investigating fires, responding to EMS calls, and performing general administrative duties. This position involves directing and supervising both full-time paid firefighters/ paramedics as well as volunteers.

ESSENTIAL JOB DUTIES

- Supervises both paid and volunteer fire fighters and ambulance attendants. Supervises all work performed within the fire department. Interviews, selects and provides orientation and training to volunteer fire fighters and EMS personnel. Oversees and coordinates fire suppression and emergency medical activities. Arranges for continuing education of fire fighters and EMS personnel by assessing training needs, assembling tools, equipment, references and instructors, and scheduling training sessions.
- Educates public on topics related to fire safety using a variety of methods including films, slides, demonstrations, and lectures. Inspects buildings to search for fire hazards and evaluate compliance with fire codes and ordinances.
- Oversees the maintenance of firefighting and ambulance equipment. Makes decisions regarding equipment needs. Responsible for purchases of equipment and supplies within the guidelines established by the City Council.
- Investigates origin or cause of fires by traveling to scene and examining evidence. Occasionally works with State Fire Marshal to determine cause of fire. Completes fire reports following each fire call.
- Performs other administrative duties including issuing street numbers to properties in city and keeping up to date on codes and procedures.
- Represents the City in inter-jurisdictional activities related to firefighting and/or EMS activities.
- Oversees administration of the City's zoning code enforcement.
- Communicates with the City Administrator and the City Council regarding matters of general interest or significance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of basic firefighting techniques and procedures.

- Knowledge of firefighting equipment and its proper use.
- Knowledge of fire codes and ordinances as applied to business, public and residential buildings.
- Knowledge of regulations regarding blood-borne pathogens, procedures for preventing the spread of disease and the 'Right to Know Law' regarding hazardous chemicals.
- Must be an effective communicator.
- Must be able to recruit and manage volunteers.
- As the director of a complex, 24 hours per day, 365 days per year operation, must be able to make independent decisions, to direct others, and to be an effective "team player", working with other City departments, volunteers, private parties, and other communities to provide quality firefighting and EMS response services.
- Skill in operating firefighting equipment including pumper truck, water pumpers and hoses.
- Skill in providing emergency medical care and services, including cardiopulmonary resuscitation (CPR) and first aid.
- Ability to supervise employees and organize work.
- Ability to perform basic math and bookkeeping functions.
- Ability to operate office equipment such as telephone, photocopier, and computer.
- Ability to climb, balance, walk, and crawl in order to enter burning buildings and fight fires.
- Ability to lift and carry heavy object such as fire equipment and people, weighing up to 150 pounds.
- Ability to work while wearing protective clothing including boots, bunker pants, helmet, face mask, and air pack.
- Ability to communicate orally to educate, persuade, and inform and to conduct interviews related to fire investigations.
- Ability to maintain accurate records, write reports, and complete forms.
- Ability to inspect buildings and evaluate compliance with fire codes and ordinances.

Key Responsibilities:

- Lead and manage the Fire Department, ensuring operational readiness and effectiveness.
- Develop and implement strategic goals and initiatives for the fire department.
- Supervise, train, and mentor fire personnel, fostering a positive and efficient work environment.
- Oversee fire prevention, firefighting, rescue operations, and emergency medical services.
- Ensure compliance with all local, state, and federal regulations, as well as industry best practices.
- Manage the department's budget, resources, and equipment maintenance.
- Act as a key representative of the Fire Department within the community, working closely with local government, agencies, and organizations.
- Develop and maintain training programs to enhance firefighter skills, knowledge, and safety.
- Respond to major incidents and emergencies, assuming leadership in crisis situations.

Qualifications:

- Must possess a high school diploma or GED (Associate's or Bachelor's degree in Fire Science, Public Administration, or related field is preferred).
- Minimum of 10 years of progressively responsible experience in fire service, including 5+ years in a leadership or supervisory role.
- Iowa Firefighter I and Firefighter II certifications are required.
- Iowa EMT Paramedic certification is required.
- Valid Iowa Drivers License
- Experience with budgeting, personnel management, and strategic planning.
- Strong knowledge of fire prevention, safety, emergency response protocols, and fire equipment.
- Excellent communication, problem-solving, and interpersonal skills.
- Ability to manage multiple priorities and lead under high-pressure situations.
- Must live in the City limits of Camanche within 3 months of appointment.

Appointment made by the City Administrator with City Council approval.

WORK ENVIRONMENT

Works primarily inside fire station, sitting at desk or moving throughout station. Work includes time spent on EMS calls, in an ambulance, transporting patients and inside other buildings loading patients. Work also includes traveling throughout city performing a variety of duties outside involving zoning and maintenance of the municipal water system. Works closely with fire fighters and has frequent contact with public. When fighting fires, work includes exposure to hazardous conditions including extreme temperatures, heights and fumes; and wearing protective clothing.

1. Functions or positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties, or combine positions at any time.