



City of Aurora JOB DESCRIPTION

TITLE: FIRE CHIEF
DEPARTMENT: Fire
LABOR GROUP/PAY PLAN: Executive Pay Plan
LOCATION: Fire Department

JOB CODE: 25297
SALARY GRADE: E17
FLSA STATUS: Exempt
EFFECTIVE: 9/12/2017

Definition

Under direction of the Mayor, the Fire Chief plans, administers and directs the operation and activities of all sworn fire and civilian personnel assigned to the Aurora Fire Department.

Physical Demands and Equipment

Performs duties in an office setting and may require driving a City vehicle in performing various tasks. Operates a variety of office equipment including computers.

Essential Functions of the Job

1. Develops and implements departmental policy and procedures governing and regulating the Aurora Fire Department. Reviews, evaluates and recommends departmental procurement operations, ensuring compliance with state and local regulations and standards.
2. Directs, through subordinate administrative and supervisory staff.
3. Prepares annual budget proposals. Develops long-range plans based upon community growth, changes in technologies and services needed.
4. Management of physical assets such as fire stations and vehicles. Oversee purchases of equipment.
5. Provides oversight to Emergency Management Services.
6. Oversee education and training of Fire Department command staff.
7. Responds to and takes command at major fires and emergency rescue operations. Provides direction to staff for optimum efficiency and use of manpower. Reviews and approves mutual aid fire services with other local jurisdictions.
8. Serves as departmental representative to the general public; addresses citizen groups; prepares, or causes to be prepared, press releases; receives and reviews public inquiries and complaints and provides for any special investigations deemed necessary to assure a uniform application of all State and local statutes and department policies.
9. Directs the preparation of all related reports, records, and assures cooperation between other State, Federal, and local police agencies.
10. Performs other duties as required or assigned.

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Required Knowledge and Abilities

- Requires a thorough knowledge of administrative techniques and procedures.
- Requires a thorough knowledge of applicable State, local and Federal statutes and ordinances.
- Requires an extensive knowledge of the budgetary process involving preparation and monitoring.
- Requires the ability to meet and comply with standards as set forth by Illinois Revised Statutes and the Aurora Civil Service Commission.
- Requires the ability to delegate authority and responsibility accordingly.
- Requires the ability to provide sound leadership to all Fire Department personnel.
- Requires the ability to analyze and identify potential problem areas.
- Requires ability to administer the department in an efficient and cost effective manner.
- Requires the ability to evaluate and assign priorities in unusual or emergency situations.
- Requires the ability to communicate effectively in written or oral form.
- Requires ability to establish and maintain satisfactory working relationships with department staff, other law enforcement agencies, and the general public.

Qualifications for Hire

- Knowledge, skills and mental development equivalent to the completion of a Bachelor's Degree. Substantial coursework in fire science, Management or related field.
- Fire Officer Certification
- 3-years Management-level experience in the fire service.
- Possession of a valid Class "D" Driver's License.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION ACKNOWLEDGEMENT

I, _____, acknowledge that I have received a copy of my job description. The description of FIRE CHIEF describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the 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 by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

Applicant/Employee Signature

Date