

Tempe Fire Department Policies and Procedures

Fire Chief

410.02A

Rev 7-1-02

Purpose:

To actively support and uphold the City's stated mission, vision, and values. To manage and lead the Tempe Fire Department through the City's Mission and Values and Tempe Way Checklist; to manage day to day operations of the Department utilizing a progressive, results based leadership approach by taking personal responsibility for the success of the Tempe Fire Department; to prepare the Department for the future through development of members, modern facilities and apparatus, emphasis on technology, goals and objectives, performance standards, policies and procedures and processes that will allow the Tempe Fire Department to operate at a level of peak effectiveness, safety and efficiency.

Supervision Received and Exercised:

Receives general administrative direction from the City Manager.

Exercises direct supervision over sworn, technical and support staff within the Department.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Communicate the Mission and Values of the City and the Department to all Department members.
- Keep the City Manager and the Mayor and Council clearly informed as to activities, accomplishments and needs of the Department and its membership.
- Advise the City Manager and the Mayor and City Council on matters of fire prevention and suppression, fire and life safety education, emergency medical services, hazardous materials mitigation, disaster risk reduction and response and technical rescue.
- Plan for the maintenance and development of the Department as a key service provider in impacting the quality of life for people in the Community through long range plans, yearly and quarterly goals and objectives, strong budget management and on going management reports.
- Hire and promote department members with strong emphasis on City and Department Mission and Values, attitude, liking one's self and others, and 360 feedback on all hiring, promotional and assignment decisions.
- Supervise, participate, coordinate and direct people in the day to day activities of a dynamic fire service organization within the parameters of the City and Department Mission and Values.
- Maintain a cooperative and collaborative relationship with Department membership and the labor/management process with the leadership and membership of Local 493 of the International Association of Firefighters.
- Maintain high visibility and place strong emphasis on communicating with all members of the Department through work site visits, formal presentation and interaction, and provision of information in written form as appropriate. Practice and encourage others to practice Management by Walking Around while respecting the chain of command procedure.
- Evaluate through 360 input, people and programs for maximum effectiveness, efficiency and economy.
- Respond to emergencies as appropriate to evaluate service delivery and provide support.
- Have a strong commitment to and value diversity in the Department and the City. Maintain a zero tolerance approach for those who do not ultimately respect the rights and differences of others.
- Sensitivity and appreciation of both political and public processes while displaying willingness to meet with community leaders, residents, employees and labor groups in an open, honest and constructive manner.
- Represent the City in appropriate local, regional, state and federal activities related to Department and City operations and welfare.
- Maintain an active presence with community, business and professional groups.
- Serve as faculty of the Tempe Learning Center.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of increasingly responsible command and supervisory experience in an organized fire department, including three years of management responsibility at the battalion chief level or higher.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science, fire management, public administration, or a closely related field. Completion of the Executive Fire Officer Program at the National Fire Academy is desirable.

Licenses/Certifications

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Designation as a Chief Fire Officer through the Commission on Chief Fire Officer Designation is highly desirable.