

**Open to the Public
As of January 5, 2018**

Fire Chief – Bureau of Fire

Primary Function

Responsible for directing all activities of the City Bureau of Fire, with a primary emphasis on the formulation and execution of broad policies and the coordination of work within the department and on an interdepartmental level; serves as a member of the Mayor's Executive Leadership Team.

Training and Experience

- Bachelor's degree in public administration, business management, fire science or other related field is required.
- Master's degree is preferred.
- Minimum of 12 - 15 years experience required, 15 or more preferred, as a firefighter in the professional fire service, including at least six (6-8) years of experience in a supervisory role or an equivalent level of experience and training as determined by the City.
- Executive Fire Officer or Chief Fire Officer certification is preferred.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License.
- NIMS 300 – 400
- Fire Instructor II
- First Responder certification
- Hazardous Materials Operation certification
- Safety Officer certification
- Emergency Medical Technician certification preferred, but not required.

Comments

- Requires operation of a motor vehicle.
- This position generally maintains a Monday – Friday, day shift schedule. It will require the employee to perform overtime or unscheduled work in accordance with operational demands and this includes emergency response as well as participating in meetings and functions outside of the normal work week.
- A combination of education, training, and experience will be considered.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

Salary: \$105,906.12

Full-Time; Excellent City benefit package

Applications will be accepted until 5 PM on Friday, February 2, 2018.

The City Job Application and full job description are available at www.cityoflancasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer



City of Lancaster Job Description

Job Title: Fire Chief	Job Code: 2097 (formerly 1108)
Department: Bureau of Fire	FLSA: Exempt (Executive)
Job Grade: 1021	Effective Date: 10/1968
Reports To: Mayor	Revision Dates: 10/1992; 09/2007; 01/2018

Primary Function

Responsible for directing all activities of the City Bureau of Fire, with a primary emphasis on the formulation and execution of broad policies and the coordination of work within the department and on an interdepartmental level; serves as a member of the Mayor's Executive Leadership Team.

Principle Duties & Responsibilities

1. Develops and implements a forward-looking strategy for the Bureau of Fire that keeps Lancaster on the forefront of public safety, community engagement and progressive approaches to creating safe and engaged communities.
2. Coordinates efforts with other city departments/bureaus, including the Police Bureau, Dept of Public Works, and Dept of EDNR, serves on Building Code Board of Appeals
3. Serves as City's Emergency Management Coordinator, acts as liaison to emergency services community including, but limited to, LEMSA, County Emergency Management, Lancaster County Fire Chiefs Association, and FEMA.
4. Plans, organizes, coordinates and directs all activities of the Fire Bureau and develops and adjusts Bureau methods to address new situations and to improve existing operations, while continuously monitoring and evaluating the effectiveness of service delivery.
5. Provides reports to Public Safety Committee of City Council as requested
6. Prepares budget estimates and controls expenditures of Bureau appropriations.
7. Supervises and participates in training of members of Fire Bureau including life safety and fire code management, fire suppression, rescue services, hazardous material management, and other pertinent topics. Provides additional training, with particular attention to personnel at the administrative and supervisory levels, to support the development of the leadership pipeline.
8. Provides staff support to the Civil Service Commission, which provides for and oversees the examination of applicants and/or promotions within the Fire Bureau
9. Formulates Bureau policies and regulations in consultation with subordinate supervisory officers, senior staff, city solicitor and Mayor.
10. Attends public meetings to proactively engage the community; explains activities and functions of the Fire Bureau, including fire prevention education and awareness; and responds to community concerns as needed.
11. Manages overall personnel issues in conjunction with the City of Lancaster, Bureau of Human Resources including recruitment, hiring recommended promotions, transfers, and disciplinary actions as needed.
12. Responds to local media inquiries and disseminates vital information to the public.
13. Reviews and proposes standards, life safety and fire codes for the Bureau and the City.
14. Responds to major emergencies including environmental hazards, building collapses and hazardous materials incidents and directs the Bureau and assisting agencies as necessary.
15. Serves on the board of the Lancaster City Fire Foundation.

Key Leadership Competencies

The successful candidate will possess a leadership style marked by his or her ability to provide factually accurate, direct, complete and actionable feedback to others with respect and professionalism. Additionally, he or she will not be afraid to take action when necessary.

Underscoring this style is integrity. The successful candidate will be known as someone who is trustworthy and seen as an individual who genuinely cares and is motivated by service to the community.

A track record in building effective teams marked by strong morale, sharing wins and successes, fostering open dialogue and accountability is essential.

Ensuring equity and fairness in all facets of principle duties and responsibilities is critical..



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Knowledge, Skills and Abilities (required):

- Knowledge of safety practices in the Bureau of Fire and as defined by the National Incident Management System (NIMS), Incident Command System (ICS), and National Response Framework (NRF) and the National Fire Protection Association (NFPA) 1500.
- Extensive knowledge of the operational characteristics, principles, practices, and procedures of a comprehensive fire service program is required.
- Thorough knowledge of Federal, State, and City (including Third Class City) ordinances, regulations, laws, codes.
- Knowledge of emergency medical service accreditation standards, including QRS and BLS and related familiarity with state, federal and other local EMS agencies and organizations.
- Proven ability to analyze incident conditions, develop a plan of action, and coordinate operations.
- Thorough knowledge of supervisory principles and practices, labor relations, training, and discipline of personnel.
- Ability to use logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Knowledge of demographic and geographic characteristics of the community.
- Knowledge of the principles and practices of professional and technical writing; ability to read and interpret plans and maps.
- Knowledge of computer systems and applicable software and electronic distribution policies. Proven proficiency in the use of software such as Microsoft suite of tools (or similar), Munis (or similar HRIS) software, Firehouse, Emergency Reporting or similar NFIRS reporting software and the ability to learn new software systems.
- Knowledge of and ability to use standard office equipment to include computer, telephone, fax, calculator, photocopier, scanner, printer, etc.
- Ability to read, analyze, and interpret information. Thorough knowledge of research and analysis methods and techniques.
- Proven ability to evaluate the adequacy of procedures, budgets, staffing requirements, and programs.
- Proven ability to work as part of a team and to collaborate successfully with others.
- Strong interpersonal, written, and oral communication skills.
- Ability to maintain effective working relationships and to work with and be respectful of diversity.
- Ability to establish and maintain effective working relationships with City officials and employees.
- Proven ability to maintain strict confidentiality as needed.
- Proven ability to use tact and discretion when dealing with highly sensitive information.
- Proven ability to communicate information and ideas, orally and in writing, so others will understand.
- Proven ability to work well under pressure and to maintain positive interactions.
- Positive interpersonal skills.
- Proven ability to read, write, speak, and comprehend English.
- Proven ability to commit to excellence in service and to continuously learn and improve.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs.

Education, Training and Experience

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- Master's degree is preferred.



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Licenses and Certificates (Required)

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Environmental Conditions

- Indoors, environmentally controlled work areas.
- Outdoor environment; hot or cold environment for extended periods of time.
- Emergency response actions under stressful conditions and a hazardous environment including hot, dark, tightly enclosed spaces or in proximity to electrical power lines and/or other hazards with high background noise and low visibility.
- Loud emergency sirens and emergency lights, including flashing lights.

Safety Equipment Used or Needed

- SCBA
- Protective fire gear weighing at least 50 lbs.

Comments

- Requires operation of a motor vehicle.
- This position generally maintains a Monday – Friday, day shift schedule. It will require the employee to perform overtime or unscheduled work in accordance with operational demands and this includes emergency response as well as participating in meetings and functions outside of the normal work week.
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