**CITY OF ATHENS**  
**INTERNAL/EXTERNAL JOB POSTING**  
**FIRE DEPARTMENT**

**Posting Date:** 8/25/20  
**Closing Date:** Open until filled  
**Position:** Fire Chief  
**Department:** Fire Department  
**Classification:** Unclassified, Manager 3-- exempt  
**Salary Range:** $88,316.80--$118,664.00 annually  

**Note 1:** Position is appointed by the City Council.  
**Note 2:** This job description reflects the general duties and responsibilities of this position and is not interpreted as being all-inclusive. The employee may be assigned other duties not specifically included.

**Job Requirements include, but are not limited to the following:**

**Job Summary:** Functions as Director and Manager of the Department. Plans, manages, directs, and evaluates all activities of the Fire Department for the City of Athens. Responsibilities include needs assessment, planning and organizing, financial administration, community relations, staffing, supervision of staff, and operations management. Formulates long range plans for Fire Department services in cooperation with the Mayor and the City Council. Insures that program objectives are accomplished through supervision of personnel. Develops departmental objectives, plans, and programs. Assures that the community’s fire protection needs are met. Assures all fire services are delivered in a safe and timely manner. Departmental programs include: fire suppression and prevention, emergency medical services, hazardous materials response, and disaster planning. Prepares and administers the Fire Department’s budget. Insures compliance with all applicable standards, laws, ordinances, regulations, safety procedures, and city policies. Interviews, selects, and hires departmental personnel. Handles employee relations problems and disciplinary actions. Supervises several direct reports. Coordinates the work schedules and activities of all three shifts. Conducts performance appraisals for subordinates. Insures the development and implementation of training, safety, and educational programs. Arranges for off-site and on-site training for personnel. Promotes positive public relations; presents a professional image to businesses and the general public at all times. Insures excellent customer service. Adheres to all traffic and safety regulations. Insures safety procedures are followed. Handles internal and external complaints. Assures legally compliant records are maintained. Employee must exercise a high degree of initiative, independent judgment, professionalism, confidentiality, and discretion to handle job functions. Must exercise ingenuity in accomplishing program objectives and interpreting the needs and desires of the public.

**Educational Requirements, Licenses, and Certifications:** 18 year or older. HS school Diploma, GED and/or equivalent work experience. BS Degree in Fire Service Management, Public Safety, Public Administration or related field preferred. Required Certifications and Licenses (Have or have ability to obtain). Valid AL Driver’s license. Evidence of a safe driving history. Ability to maintain the current requirements established by the Alabama Fire College: Firefighter I and II Certification, First Responder (EMT Basic preferred), Fire Apparatus Driver/Operator Certification, Fire Inspector I, Instructor I, Fire Officer I and II, Hazardous Materials Technician Level Training, Certification in CPR and First Aid.

**Work Experience and Related Job Knowledge:** Minimum of ten (10) years of supervision and management experience in the fire services field, including experience working for a comparable size fire department. Significant experience in subordinate level fire positions. Must have the same knowledge, skills, qualifications, and functional capabilities as subordinates. Strong knowledge of Federal and State laws and codes, City policy, City and State ordinances, and fire department rules, regulations, and SOP’s. Ability to meet the current requirements established by the Alabama Fire College. Extensive knowledge of modern firefighting principles, methods, and procedures. Knowledge of disaster and emergency procedures. Working knowledge of city layout, buildings, schools, businesses, and street layouts. Strong basic math skills for preparing budgets, determining specifications for equipment, and determining manpower needs. Knowledge of building and fire codes. Extensive knowledge of fire safety and HAZMAT procedures. Knowledge of ADA requirements and OSHA regulations, including accident investigation and prevention.

**Communication & Interpersonal Skills:** Excellent verbal and written communications skills. Ability to communicate effectively with all levels of the organization, outside agencies, and citizens. Ability to read and interpret equipment, maintenance, and installation manuals, work orders, technical data, and written instructions. Ability to operate telephones, radio, and various types of general office equipment. Computer literate.

**Physical Requirements & General Abilities:** Physical strength/mobility to assist in emergency situations and to perform all essential job functions. Emotional stability and ability to successfully tolerate high levels of physical, mental, and environmental stressors. Ability to perform recurring walking, standing, pushing, squatting, bending, crouching, stooping, reaching, stretching, crawling, and lifting of up to 100 pounds. Ability to work overtime, weekends, and non-standard work hours. Ability to be on call 24 hours per day and respond to off-duty emergencies and reachable by phone at all times. Ability to travel as necessary. **See job description for full details of all above.**

City Application Required. Apply at City of Athens Human Resources, City Hall Municipal Offices, located 200 W. Hobbs St., Athens. Inquiries: 256-233-8737. Please see website for further details [www.athensal.us](http://www.athensal.us). The City of Athens is an Equal Opportunity Employer and complies with all facets of the Americans with Disabilities Act. All reasonable accommodations will be considered for qualified applicants. The City is a drug-free workplace. Pre-employment drug screen and physical required. The City of Athens does not discriminate on the basis of race, color, sex, national origin, religion, age or disability in employment or the provision of services, programs, or activities.