

August 29, 2014

To: Mayor Bemrich and City Council
From: David Fierke, City Manager
Subject: Assistant Fire Chief Job Description

ACTION: For vote Monday, September 8, 2014

Brief History

Over the course of the last few years the Fire Department has expanded its service delivery to the citizens of Fort Dodge. During that time, many of our fire fighters have studied to become paramedics and several have already become certified with several more expected to be certified paramedics within this current fiscal year. We anticipate moving from 8 paramedics to 15 by the end of this fiscal year. During this service expansion period the Assistant Chief position at the fire station has assumed over time more of the responsibilities of managing and administrating the EMS/paramedic/medical transport services which were non-existent three years ago. This position is becoming vacant with the expected retirement of current Assistant Fire Chief Wolfe. With this upcoming vacancy and the changes that have occurred over the last few years, changes are now being made to this assistant chief position in the job description and in the assignment of duties which requires a change in classification and grade to ensure that we have someone in this position who has the necessary qualifications and experience to properly carry out the required duties.

The job description for Assistant Fire Chief was last reviewed in 2001. As part of the ongoing process to review job descriptions this classification was brought forward to the Civil Service Commission on August 26, 2014. The Fire Chief addressed the Commission explaining that the job description required updating to better reflect changes within the duties of the position.

Analysis of Issue

The Civil Service Commission approved of changes to the job description on August 26, 2014. The change is a result of increased demand for emergency medical services. For nearly two years now the Fire Department has been actively involved in providing ambulance transport and paramedic ambulance services as a back up to Unity Point Regional Hospital in addition to the traditional emergency response calls. Providing of this service has created additional administrative and managerial responsibilities that have become a part of the Assistant Fire Chief position. These additional duties and responsibilities are reflected in the attached job description.

As a result of these increased duties a review was completed of the grade at which the Assistant Fire Chief classification is placed. After a review of the classification it is recommended that the classification of Assistant Fire Chief EMS/Operations be allocated to grade 30 of the non-union wage matrix.

Budget Impact

We will see an impact to the budget. The difference in pay between the two grades ranges from \$2928.60 at the A step to \$3752.95 at the F step. There is likely going to be a period of time from the retirement of Assistant Chief Wolfe to the hiring of a new Assistant Chief. This savings of salary dollars is anticipated to provide sufficient savings to accommodate the change in grade for this current fiscal year.

Strategic Plan Impact

This change supports the strategic plan initiative of providing safety services.

Comprehensive Plan Impact

N/A

Subcommittee or Commission Review / Recommendation

N/A

Staff Conclusions / Recommendations

The Fire Chief recommends approval.

Alternatives

Failure to approve may result in a job description which does not adequately reflect the functions of fire fighting today.

Implementation and Accountability

The Human Resource Director is responsible for the implementation of this updated job description.

Signed

Approved

James Vollmer
Human Resource Director

David R. Fierke
City Manager

RESOLUTION NO. _____

**A RESOLUTION IDENTIFYING AND ESTABLISHING PROPER
LABOR GRADE AND JOB DESCRIPTION FOR THE FOLLOWING
CITY EMPLOYEES**

WHEREAS, the City wishes to retain the highest quality of employees; and

WHEREAS, formal Council action is necessary to cause the following to be implemented; and

WHEREAS, Fort Dodge Municipal Code 2.68.040 permits the creation of position descriptions to be allocated to new positions by the personnel director; and

WHEREAS, such a request has been made and reviewed by the personnel director; and

NOW, THEREFORE, BE IT RESOLVED that one of two positions of Assistant Fire Chief be removed and the position and job classification description of Assistant Fire Chief EMS/Operations be created and allocated to grade 30 of the appointed and non-unionized salary matrix effective October 1, 2014 and the position classification plan be updated to reflect such allocation.

PASSED AND APPROVED by the City Council of the City of Fort Dodge this _____ day of _____, 2014.

Ayes: _____

Nays: _____

Other: _____

City of Fort Dodge

Matt Bemrich, Mayor

Attest:

Jeff Nemmers, City Clerk

ASSISTANT FIRE CHIEF EMS/ OPERATIONS

Description of Work

Code: 980
Grade: 030 Mgmt
Effective Date: 10/1/2014

General Duty Statement

Responsible for assisting the Fire Chief with the daily management operations of the fire department through the development, coordination, direction and administration of operational activities pertaining to all functions of fire and emergency medical service (EMS). Responsible for planning, organizing, directing, coordinating, maintaining standards and training activities of the department for all staff and working to integrate technological advances into the department. Assists the Fire Chief in long range planning and preparation of the department's annual budget. Performs related work as assigned.

Supervision Received

Works under the general supervision of the Fire Chief.

Supervision Exercised

Directly supervises subordinate fire supervisors (Captains and Lieutenants) directly or indirectly firefighters and fire administrative support personnel through subordinate supervisors.

Competencies

Demonstrates the ability to exercise initiative and independent judgment in routine and emergency situations.

Demonstrates thorough knowledge of approved firefighting and prevention methods and the ability to effectively lead, command, train and evaluate assigned division personnel.

Demonstrates the ability to give instructions and directions concerning policies and procedures to follow in the fire station as well as fire scenes to minimize risks and liabilities.

Demonstrates an ability to understand and interpret the State of Iowa Health Department Chapter 147 Rules and ensure the compliance with all mandated Federal, State, County and City laws and ordinances pertaining to emergency medical services.

Demonstrates thorough knowledge of fire inspection practices and procedures along with an ability to perform inspections to determine cause.

Demonstrates the ability to analyze problems of firefighting and EMS, communicate recommendations for improvement to the Fire Chief and, if approved, implement change.

Demonstrates a strong ability to work with employees with a wide variety of work styles and motivational needs to achieve a positive team work atmosphere.

Demonstrates the ability to effectively interact and communicate with a wide range of individuals through the use of verbal, written and presentation skills.

Demonstrates the ability to effectively organize and plan work to complete assigned tasks within specified timeframes.

Demonstrates the ability to work effectively with the Fire Chief, subordinates, and the general public reflecting a positive image of the city at all times.

Demonstrates an ability to operate tools and equipment to include emergency response trucks and attachments, car/light truck, cardiac monitor/defibrillator, stretcher, air compressor, pumps, saws, ladder, axe, extension cords, measuring equipment, hoses, oils, traffic control equipment, hazardous chemicals and materials, computer hardware and software, MSDS documentation, photographic equipment, fax machine, photocopier, calculator, telephone, mobile and portable radios, and any other medical equipment as authorized.

Demonstrated knowledge of local, state and federal codes and standards related to fire and rescue operations.

Essential Functions

1. Assists the Fire Chief in the development, evaluation and maintenance of rules and regulations, goals, objectives, and policies.
2. Insures that all staff and reserve personnel adhere to departmental directives at all times.
3. Assists with the departmental budget and the maintenance of various financial records and reports.
4. Assists the Fire Chief in application and management of grant funding.
5. Answers inquiries from the general public; receives citizen complaints and handles situations and/or refers individuals to appropriate city officials for resolution.
6. Performs the duties of the Fire Chief in his/her absence.
7. May respond to fire alarms and rescue/paramedic calls.
8. Participates and makes recommendations in personnel matters of hiring, discipline and termination.

9. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
10. Assesses and monitors work load, administrative work load, administrative and support systems, and internal reporting relationships.
11. Identifies opportunities for improvement and reviews those opportunities with the Fire Chief; directs the improvements and activities for divisions and programs assigned to his/her supervision.
12. Performs follow-up on issues, as directed, for other officers when they are unavailable due to vacation, illness, etc.
13. Maintain certification levels.
14. Ability to perform the full range of fire fighting functions including the direction and operation of a fire scene.
15. Direct, lead and perform the full range of paramedic functions in conjunction with a full service EMS/Paramedic unit.

Requirements

Completion of a high school diploma or equivalent; seven years experience in firefighting and EMS services with at least three years in a supervisory or leadership position. Associates Degree in Fire Science, Public Administration, EMS or closely related field preferred. Must have Iowa EMS Instructor certification within the first year of hire. Fire Instructor I within two years of hire. Fire Officer I and II certification within three years of hire. Successfully pass Assistant Chief Civil Service examination. Prefer Certified Paramedic or has previously managed an EMS/Paramedic level transport service.

Must have a valid motor vehicle operator's license with the ability to obtain an Iowa Class D2/Chauffeur's License issued by the State of Iowa within six months of employment. The employee in this position must frequently perform physically demanding work in all climatic conditions while wearing protective clothing and self-contained breathing apparatus to include: lift, push, pull, climb, turn, reel, crawl, reach, twist, stand, squat, kneel, climb, walk, sit, hear, and see. All physical demands such as hearing and smell may occasionally be used for safety reasons.