



DEPARTMENT OF

FIRE

Fire Chief

Salary: \$102,996 - \$109,301

Type: Full-time

Benefits: Full Range of Benefits

Closing Date: November 24, 2023

About Fire

The Salisbury Fire Department strives to ensure the health, safety, and well-being of our community by providing prevention and mitigation of fire and life safety hazards in an effective and efficient manner. Our Core Values are honesty, integrity, teamwork, and a commitment to excellence, knowledge, creativity, respect, and a balanced life.

Profile

The City of Salisbury is looking for an energetic and detail-oriented leader with a track record of career accomplishments to serve in the capacity of Fire Chief. Under the general supervision of the City Administrator, the Fire Chief directs and manages a combination fire and emergency medical services by directing all department operations including budgeting, planning, and general command and control of personnel. The Fire Chief prepares and administers the annual Fire Department budget, authorizes expenditures according to department guidelines, and ensures compliance with established fiscal policies of the City. The Fire Chief has complete internal control over the personnel and operations of the department. Top candidates for this challenging leadership role must thrive in a robust, fast-paced, and complex environment and embrace the performance of the entire Department. Must have strong leadership ability and management skills in leading and developing staff.

Preferred Education

Bachelor's degree in public administration, fire science, business administration or a closely related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Preferred Experience

Ten years of full-time experience in firefighting and EMS with at least five (5) years at a command level position in a fire department with a combination service.

Requirements/Certifications

Excellent written/verbal communication and interpersonal skills. Valid Maryland Driver's License. Emergency Medical Technician or Nationally Registered Paramedic

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury, MD

Classification Description

Classification Title: Fire Chief

Grade: 9 (FPP)

Department: Fire

FLSA Status: E

Date: 8/7/23

Position Profile: Under the general supervision of the City Administrator, directs and manages rescue and emergency/medical services in the Salisbury Fire District by directing all department operations including budgeting, planning, general command, and control of personnel; performs other duties as assigned. The Fire Chief has complete internal control over the personnel and operations of the department.

Duties and Responsibilities

Administration/Department Administration

- Provides strategic planning, organization, and direction of activities and personnel, and serves as chief administrator of the department.
- Assists in developing and implementing departmental policies, rules, regulations and general orders.
- Supervises and evaluates the performance of assigned staff, conducts the hiring and promotions of personnel.
- Evaluates equipment and apparatus to determine the need for and type of additional equipment, researches available equipment and makes recommendations for upgrades or replacements, and oversees disposal of obsolete or outdated equipment.
- Oversees the operation of a combination career/volunteer group of individuals dealing with fire prevention, suppression, inspection, rescue, both on land and water and emergency medical duties.

Skill Proficiency/Strategic Planning

- Participates in developing long and short-range plans, goals and objectives for the department, and assess progress and performance in achieving established goals.
- Responsible for maintaining a safe work environment in routine and emergency situations for all personnel under their command by adhering to all applicable SOPs, directives, laws, statutes and standards.

Leadership/Team Leader

- Responds to major emergency incidents and assume or delegates command as situation dictates.
- Coordinates City emergency/disaster team planning process, and ensures City emergency/disaster plan is current including provisions for coordinating with regional emergency teams.
- As needed, conducts meetings and provides general direction to subordinate command level officers as directed.
- Keep up to date on all existing and pending legislation that would affect the fire/emergency medical service and the personnel involved in such.

- Writes complex and detailed operational procedures such response policies, and administrative directives.

Stewardship/Financial

- Prepares and administers the annual Fire Department budget, authorizes expenditures according to department guidelines, and ensures compliance with established fiscal policies of the City.
- Responds to public inquiries in a courteous manner; provide information within the area of assignment or as directed following department SOPs.
- Attends and participates in assigned meetings, workgroups, boards and committees, and provides information to civic groups regarding departmental functions and activities.
- Communicates with City officials, community leaders and outside agencies to resolve problems, coordinate activities, exchange information, and respond to questions and resolve complaints regarding department operations and services.
- Analyzes, reviews and supervises the preparation of comprehensive reports and records related to personnel, property and operations of the department.
- Responsible for daily, monthly, and other periodic reporting.

Development/Leadership Development

- Incumbents may be required to work extended hours including evenings, weekends and holidays.
- Since this position deals with emergency service, the Fire Chief must be available twenty-four hours a day.
- Attends and participates in a variety of meetings, boards and committees, and provides information to civic groups regarding departmental functions and activities.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Hazards & Risks

- Incumbents may be subjected to communicable diseases, blood borne pathogens or other infectious environments.
- Incumbents may be required to work extended hours including evenings, weekends and holidays.

Education and Experience

- All the requirements for the position of Deputy Fire Chief with the Salisbury Fire Department.
- Two (2) years of continuous service at the rank of Deputy Fire Chief in the Salisbury Fire Department (career requirement).

Required Certifications, Licenses, & Registrations

- All the educational requirements for the position of Deputy Fire Chief with the Salisbury Fire Department.
- Emergency Medical Technician or Nationally Registered Paramedic (Note: A person promoted to

this class shall be required to maintain an EMS certification).

- Successful completion of the National Fire Academy's Executive Fire Officer Program (Preferred).

Knowledge, Skills, & Abilities

- Knowledge of modern firefighting and rescue principles, practices, techniques, procedures, and the physical ability to participate in same.
- Ability to effectively and positively direct, motivate and evaluate the performance of both career and volunteer personnel.
- Knowledge of laws and ordinances related to fire prevention, public safety, and arson investigation.
- Knowledge relating to the development and implementation of the National Incident Management System (NIMS).
- Skill in analyzing fire, rescue, hazardous materials, and emergency medical situations and developing an appropriate Incident Action Plan (IAP) towards providing an effective course of action for mitigation at the multi-unit level.
- Ability to implement an effective incident management system at the scene of emergencies including the development of strategies and the ability to command multiple units and agencies.
- Knowledge of equipment and appliances used in the performance of the duties and the locations of and the types of fire and rescue equipment available for the handling of any types of emergency calls.
- Knowledge of the types of training necessary to achieve proficiency for assigned personnel within the division.
- Thorough knowledge of the fire administration and supervisory methods; ability to understand and follow oral and written directions as well as the ability to administer the same.
- Demonstrated ability to work from general direction, guidelines, and conceptual ideas;
- Ability to write special reports and make both oral and written presentations to department personnel and community groups.
- Ability to physically participate in fire suppression and emergency activities as needed;
- Ability to appropriately delegate assignments and authority.
- Possession of management skills to analyze programs, policies and operational needs;
- Ability to properly interpret and make decisions in accordance with laws, regulations, policies, and procedures.
- Knowledge of the City of Salisbury Fire Department Standard Operating Procedures and Policies and the City of Salisbury Employee Handbook.

Physical Requirements

- Must be able to safely perform the duties of the position without posing a threat to the safety or health of themselves or others.
- All candidates and incumbents are required to successfully pass a pre-employment/membership and an annual or bi-annual comprehensive medical evaluation including respiratory fitness as well as the medical fitness standards as specified in NFPA 1582.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine.
- Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

- Able to work in an outdoor environment subject to extremes in temperature; inclement weather and exposure to dust, fumes, and loud noises intensity.
- Ability to wear and use Self-Contained Breathing Apparatus (SCBA).
- Maintain physical activity over prolonged periods of time, including attacking a fire, walking, stooping, kneeling in awkward positions; and moving and lifting heavy objects exhibiting physical strength, endurance and agility.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.