

City of Rapid City

Job Description

Job Title	Fire Chief		
Job Code:	FRCH	Job Family:	
Pay Grade:	NU27	Date Revised:	2/21/2022
FLSA Status:	Exempt		

General Summary: This position is responsible for directing the over-all operation of the Rapid City Fire Department and Ambulance.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Directs the overall operations of the Rapid City Fire Department and supervises department operations in providing personnel, equipment, and facilities
- Provides vision, plans and strategies for the Department’s current and future related operational needs for the community.
- Provides vision and leadership for the development and review of the department’s long-term strategic plan.
- Plans prepares and administers the department budget. Approves all purchases for the department operations, support, facilities, and equipment.
- Plans, develops and directs implementation of department goals, objectives, policies, procedures, and work standards for new and existing programs and services.
- Promotes excellent customer service and public fire education and public relations by accessing community risks and addressing community organizations.
- Promotes public relations, by addressing community organizations on Department related issues.
- Coordinates and develops contracts where necessary with other city and county agencies.
- Advises the Mayor and City Council on issues related to the Fire Department and public safety.
- Develops, directs the analysis, submits and administers grants, annual budget, and capital expenditure requests.
- Manages staff: interviewing, firing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

Education and/or Experience:

Bachelor's degree from four-year college or university and six years extensive experience in fire and emergency service management and supervision with increasingly responsible experience; a Master's degree and/or completion of the National Fire Academy’s Executive Officer program preferred.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

Other Skills and Abilities:

Demonstrated knowledge and experience in the operation and management of structural, wild land fire, hazardous materials and related fire suppression and prevention, emergency medical services, of City ordinances and codes related to Fire and Emergency Services Department activities sufficient to perform the essential functions. Demonstrated ability to plan and give effective direction under stressful conditions.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.