

Fayetteville, Tennessee



Fire Chief



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

Position Profile-Fire Chief

Introduction

The City of Fayetteville, Tennessee is seeking an experienced, energetic, collaborative team builder with exceptional leadership skills to serve as Fire Chief.

Located approximately 50 miles south-southwest of Murfreesboro, Tennessee and approximately 30 miles north of Huntsville, Alabama along US Highway 231 in Lincoln County, one of the most picturesque areas of Southern Middle



Tennessee. Fayetteville has a population of approximately 7,060 and is the largest city in Lincoln County.

Chartered in 1809, Fayetteville is a charming community with a number of attractive qualities. Fayetteville features one of the most beautiful and economically vibrant downtown

courthouse squares in Tennessee. The area is certified by the State of Tennessee as an official Main Street District and is anchored by a classic sidewalk theatre featuring the newest movie releases, as well as a host of antique and specialty shops, unique dining experiences, and several distinctive clothing stores. **Fayetteville is a small town with big ideas.**

City Governance

The City itself is approximately 7.5 square miles in area, with about 3,370 housing units, a population of approximately 7,000, and operates under Administrator-Commission form of government. The Fire Chief reports directly to the City Administrator. The current City Administrator has been with the city for approximately 8-years. The governing body is comprised of a seven-member Board of Mayor and Alderman. The Mayor is elected at large every four years. Aldermen serve four-year staggered terms and are also elected at large. The Board of Mayor and Alderman meet every second Tuesday of the month.



The City of Fayetteville is a full-service city providing a wide-range of municipal programs, leisure services, non-emergency services, and emergency services through individual departments that augment one another such as city administration, public safety (police and fire), building and planning, public works, and parks/recreation.

This is an exceptional opportunity to serve in a progressive organization with a superb staff of dedicated and motivated public safety professionals. The Fire Chief must be experience leading from the front with a high level of character, demonstrated sound judgment, human resources skills, organization development expertise, and a can-do work ethic.

Fayetteville Fire Department

Mission

The mission of the fire department is to prevent fires from starting through inspection and education, to prevent loss of life and property, to confine a fire to the place of origin, to extinguish the fire, and to rescue trapped or injured victims.

The Fayetteville Fire Department is a full-service all-hazards fire department. This means that its members provide non-emergency as well as emergency services to the community. The department maintains a state of readiness to respond in a rapid, caring, and quality manner to the needs of the citizens and visitors of Fayetteville. Members of the department provide the following emergency response services: fire suppression, emergency medical, hazardous materials mitigation, and rescue. Our members also provide the following non-emergency services: smoke alarm installation, public fire education, fire inspections, code enforcement, fire cause determination and investigation, special event planning and stand-by, pre-incident and preparedness planning, and CPR training.

Fayetteville earned an Insurance Service Office (ISO) Classification of 3. The fire department serves the community from two fire station, operating two engine companies, a rescue truck, and a ladder truck. The department has 18 full time employees augmented by a cadre of part-time firefighters.

Position Job Description

JOB TITLE:	Fire Chief	EFFECTIVE:	April 2021
DEPARTMENT:	Fire	STATUS:	Exempt
REPORTS TO:	City Administrator		

JOB SUMMARY: The fire chief is a highly visible municipal department head that is expected to project a professional image of self, the fire department, and the city in all situations. Under the general direction and supervision of the city administrator, the fire chief is in command of the Fayetteville Fire Department and is responsible for the overall leadership and daily operational readiness of the department and exhibit a high degree of moral character. The fire chief must build collaborative relationships with internal and external stakeholders. Directs the activities of the members of the department in conducting emergency services, non-emergency services, and administrative operations. Responsible for strategic planning, budget preparation, and policy development. Serves as a key member of the city's leadership team.

ESSENTIAL ELEMENTS:

1. Must have skills and abilities to foster collaborative professional relationships with internal and external stakeholders.

2. Responds to alarms at all hours and may serve as incident commander directing the activities at the scene of major emergencies or when needed.
3. Maintain a proactive employee relations program to include components such as consistent employee recognition and rewards as well as consistent employee discipline.
4. Develop, monitor, and revise the departmental strategic annually and as needed including short-term and long-term goals and objectives.
5. Develops, submits, and administers the fire department's annual operating and capital budgets.
6. Develops performance metrics to continually evaluate department performance and formulates programs or policies to mitigate identified deficiencies.
7. Organize and direct the work activities of assigned personnel. Determine priorities, assign work and projects, and coordinate schedules.
8. Develop, implement, review, and ensure staff compliance with department standard operating guidelines and best practices.
9. Handles grievances, maintains departmental discipline, and promotes good conduct and general behavior of assigned personnel.
10. Remains knowledgeable and proficient in the operation of all firefighting devices.
11. Ensures the community risk reduction programming of the Fire Department is relevant and effective.
12. Ensures the training program of the department meets State of Tennessee and Insurance Service Office requirements and is effective through competency evaluation.
13. Ensures that buildings and other properties are inspected for life-safety hazards and enforces the adopted fire prevention codes and ordinances.

14. Prepares and submits regular reports to the city administrator regarding the fire departments' activities and prepares a variety of other reports or schedules as appropriate or assigned, including an annual report of departmental activities.
15. Plans for, and reviews specifications for all department capital purchases.
16. Builds collaborative and professional relationships with elected or appointed officials, other fire and EMS officials, community and business representatives, and the public on all aspects of the departments' activities.
17. Actively seeks opportunities to speak before public and professional groups to provide information on department activities and programs to promote public understanding and awareness of fire safety and the services the fire department provides.
18. Be an active participant in professional associations such as the Tennessee Fire Chiefs Association, Middle Tennessee Fire Chiefs, and the International Association of Fire Chiefs.
19. Performs other related work as required.

KNOWLEDGE SKILLS AND ABILITIES:

1. Establish and maintain effective working relationships with staff, city officials, community organizations, other agencies, other city departments, and the public.
2. Knowledge of modern fire administration, prevention, and suppression methods to include fire behavior and basic fire chemistry.
3. Knowledge of the components of the Insurance Services Office (ISO) Fire Suppression Rating Schedule.
4. Knowledge of applicable NFPA Standards including but not limited to NFPA 1001 standard for firefighters, NFPA 1002 standard for apparatus operators, NFPA 1021 standard for fire officers, NFPA 1031 standard for fire inspector, and NFPA 1033 standard for professional qualification for fire investigator.

5. Must be skilled in the use of Microsoft Office products-Word, Excel, and PowerPoint.
6. Knowledge of the use, testing, and maintenance of firefighting apparatus, equipment, and the municipal water supply system.
7. Knowledge of the geography of Fayetteville to include streets and fire hydrants.
8. Ability to react quickly and calmly in all situations why projecting a professional and confident command presence.
9. Skill in communicating clearly and effectively both in writing and verbally.
10. Skill in planning, scheduling, and supervising the work of others and preparing clear and concise reports.
11. Ability to follow instructions, respond to management's direction, and complete tasks on time.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent
- Minimum 21 years of age
- Valid Tennessee Driver's License, Minimum Class D (Within 30-days of appointment)
- Must have a minimum of six (6) years in fire service management experience
- Fire Fighter I, II certification to NFPA 1001 standard
- Minimum Emergency Medical Responder-Tennessee License (Within 6-months of appointment)
- Must successfully pass the post-offer drug screening and criminal background investigation
- Must successfully pass the post-offer medical physical examination based on NFPA 1582 Standard on Comprehensive Occupational Medical Program for Fire Department.
- Residency Requirement: must reside within the boundaries of Lincoln County within 6-months of appointment.

PREFERRED QUALIFICATIONS

- College degree in Fire Science, Public Administration, or related field.

TENNESSEE FIRE COMMISSION, PRO BOARD, AND/OR IFSAC ACCREDITED CERTIFICATIONS

Certifications not earned prior to appointment, must be earned within 48-months of appointment as fire chief.

- Fire Department Instructor I
- Fire Department Incident Safety Officer
- Fire Officer I, II, III, and IV
- Fire Inspector
- Fire Investigator

PROFESSIONAL DESIGNATION

Professional designation not earned prior to appointment, must be earned within 60-months of appointment as fire chief with subsequent redesignations maintained.

- Chief Fire Officer Designation-Center for Public Safety Excellence

SUPERVISORY CONTROLS: The employee plans and carries out assignments with defined objectives, priorities, deadlines, and handles problems and deviations in the work in accordance with instructions, policies, previous training, or accepted practices.

GUIDELINES: Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgement in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues in each assignment, and the chosen course of action may have to be selected from many alternatives.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the design or operations of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical, and economic well-being of persons.

PERSONAL CONTACTS: The contacts are with individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis, the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the contact.

PURPOSE OF CONTACTS: The purpose is to plan, build positive collaborative relationships, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work could require extended physical and mental exertion under highly stressful conditions such as responding to various types of emergencies in situations that may be dangerous to life and health. The fire chief shall be able to perform the job of a fire fighter by wearing protective clothing which includes boots, fire pants, fire coat, helmet, hood, gloves, and air mask. May include crawling on hands and knees and repetitive lifting in emergency situations of up to 50 pounds. Must be able to pass an annual fit test as required by OSHA, and to wear and use self-contained breathing apparatus (SCBA).

WORK ENVIRONMENT: The work involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions. Work is performed both inside and outside, in all types of weather extremes, and at all times of the day and night. The work involves exposure to physical, thermal, mechanical, collapse, and chemical hazards and may include conditions that cannot be controlled.

SUPERVISION EXERCISED: Supervises the members of the fire department as well as any other people working at emergency incidents, he/she commands. Plans, organizes, coordinates, monitors, and evaluates the fire, emergency medical, training, and fire prevention operations of the fire department through subordinate fire officers.

How to Apply

The City of Fayetteville will offer a competitive salary and benefits package to the successful candidate. The position profile is available for review at <http://www.fayettevilletn.com>. Mail or email cover letter, résumé, employment application, and copies of certificates for all training, education, certifications, and professional credentials for evaluation to Fayetteville City Administrator, Attention: Fire Chief Candidate, 110 Elk Avenue South, Fayetteville TN, 37334 or scollins@fayettevilletn.com. Application packets must be in the City Administrator's office no later than noon Central Standard Time on April 30, 2021.





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