



**Job Title: Fire Chief**

**Job Position: Exempt Full Time. Must reside within 5 miles of Mapleton City limits.**

**Compensation: A competitive salary and benefit package is available. The beginning salary is negotiable depending on qualifications.**

**Closing Date: Applications must be submitted by 5:00 pm, August 22, 2018**

### **THE CITY OF MAPLETON**

Mapleton City is nestled against the majestic foothills approximately eight miles south of Provo and fifty miles south of Salt Lake City. A unique community having the rural atmosphere combined with the friendliness of its citizens has and continues to attract new residents to the area.

To avoid jeopardizing the open space ambiance and spectacular views in every direction, the City has been pro-active in its planning scope to accommodate diversified residential, commercial, and recreational interests.

### **GENERAL PURPOSE**

Under the general direction of the Director of Public Safety this exempt position directs the operations of the full-time, part time, and volunteer Fire and EMS services. The Fire Chief prepares and administers the fire and EMS budgets. The Fire Chief is responsible for the department staffing, administration, equipment, training, risk management, fire-fighting, prevention activities, public outreach, and emergency medical response.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Director of Public Safety. Will also make occasional reports to City Administrator, Mayor, and City Council.

## **SUPERVISION EXERCISED**

Provides supervision to full time, part time and volunteers of the Fire Department.

## **ESSENTIAL FUNCTIONS**

As Fire Chief, provide overall supervision in the performance of the following:

- Direct all activities at fire suppression calls, haz-mat calls, and rescues including providing for exposure protection, hazard confinement, fire suppression, and extinguishment, ventilation of hazardous areas, and proper salvage and overhaul techniques.
- Perform all of the duties that a regular fire fighter performs, such as fire suppression, hazardous materials handlings, rescue activities, driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
- Select, train, motivate, discipline and lead the Fire Department.
- Provide basic life support emergency medical services.
- Administer the needs of the department, under the direction of the Director of Public Safety, in budgeting and capital needs, preparing annual budgets, representing the department with other City departments, elected officials, other fire agencies and other levels of government.
- Responsible for equipment purchase, preventive maintenance and inventory of equipment.
- Responsible for maintenance care of the fire station.
- Follow City and departmental Policies and Procedures, Standard Operating Procedures, Medical Treatment Guidelines, and Field Operating Guidelines.
- Analyze and amends policies, procedures and operating procedures to reflect advancements in firefighting, emergency medical delivery, prevention and risk management.
- Review commercial and large-scale development plans for conformance with local, state and federal fire codes.
- Perform inspections of building sprinkler and fire systems
- Provide training classes and drills necessary to maintain and improve the knowledge, skills, and abilities of the Fire Department.
- Performs related duties as required:

## **POSITION MINIMUM QUALIFICATIONS**

1. Education and Experience: High School diploma, and preferable an Associate's or Bachelor's Degree in fire science, emergency management, public administration or a closely related field and at least seven (7) years of Firefighting, EMS, and volunteer experience. Sufficient education and experience to demonstrate and perform the above related duties, plus the following criteria:
  - Firefighter I
  - Firefighter II
  - Fire Officer I
  - HAZMAT First Responder Awareness
  - HAZMAT First Responder Operations
  - CPR Certified
  - Apparatus Driver Operator (ADO)
  - Advanced EMT or higher
  - National Incident Management System (NIMS) I, II, VII
2. Knowledge, Skills, and Abilities:
  - Ability to apply standard firefighting emergency medical aid, and fire prevention techniques.

- Ability to respond to and apply standard hazardous material handling and emergency rescue procedures.
- Ability to function well under pressure and to deal effectively and courteously with others in all situations
- Ability to prepare and administer the Fire Department budgets
- Ability to observe situations analytically and objectively, using common sense, maturity and ethical decision making to direct employees in the safe performance of their duties
- Ability to perform all of the duties that a regular firefighter and EMS member performs, such as fire suppression, hazardous material handling, rescue activities and emergency medical responses.
- Ability to select, train, motivate, and lead the Fire Department personnel.
- Ability to evaluate the performance of subordinates, analyze weaknesses, and take corrective action or recommend discipline when necessary.
- Ability to handle stressful situations and make split second decisions in life or death situations.
- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke conditions.
- Ability to climb, maintain body equilibrium, bend, kneel, reach, stand, walk, run, push, lift, grasp, talk, and hear.
- Ability to frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 100 pounds.
- Ability to speak effectively before groups of employees, and public and/or media representatives.

**3. Special Qualifications:**

- Must have a valid Utah driver's license
- Must be able to pass a background check

**4. Work Environment**

- Functions of position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Emergency response travel expected in normal course of performing duties. Many functions of the work pose high degree of hazard uncertainty. Various levels of mental applications required (e.g. memory for details, emotional stability, discriminating thinking, creative problem solving); Continuous use of motor skills.



Interested parties must submit an employment application. Applications may be obtained on-line at [www.mapleton.org](http://www.mapleton.org) or at the Mapleton City Office, 125 West 400 North, Mapleton, UT 84664. Applications will be accepted at the City Office, by email to [cbrown@mapleton.org](mailto:cbrown@mapleton.org) or mail to:

Camille Brown, City Recorder  
 125 West 400 North  
 Mapleton, UT 84664

**Mapleton City is an Equal Opportunity Employer & Provider**