



## CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

### DEPARTMENT DIRECTOR - FIRE CHIEF

**FLSA Status :** Exempt  
**Bargaining Unit :** Non-Bargaining  
**Salary Grade :** PF1

#### **CLASS SUMMARY:**

The Department Director is a high-level management professional in a four level Management Series. The Fire Chief incumbent is responsible and accountable for directing the Fire Rescue Department including its personnel, budget, and resources. The Fire Chief also serves as the City Emergency Management Coordinator and is responsible for guiding City Executive Staff in City emergency preparedness and response. Responsibilities include making recommendations to the City Council and City Manager, developing and implementing policy initiatives, setting the tone, climate, vision, and strategic plan for the department and emergency management, ensuring compliance with statutory responsibilities and directives, and developing multi-jurisdictional approaches as necessary or appropriate. Incumbents provide general direction of daily operations, establish and conduct liaison with community groups, boards, and commissions, and provide the highest level of analysis and recommendation. Duties include the direction and support of the City Council annual work plan and participation on the Executive Staff team for organizational planning, problem-solving, issue resolution, and organizational development.

Incumbents perform the full range of supervisory duties for professional and support staff including directing work, training and coaching, discipline, and performance evaluation of subordinates.

---

#### **CORE COMPETENCIES:**

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
  - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
  - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
- 

**ESSENTIAL CLASS DUTIES:** These duties are a representative sample; position assignments may vary.

- Directs the implementation of policy and operational goals through department divisions and programs in response to service demands and consistent with performance standards.

*Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Supervises management, professional and support staff including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring decisions and conducting performance evaluations including responsibility for department-wide employee relations functions.
  - Prepares and presents written and oral reports to the City Manager, Council, boards, commissions, other governmental agencies, and community groups including the presentation of findings related to executive and elected officials' requests for research and information.
  - Convenes and participates in recurring and specialized meetings and workshops including internal staff meetings, City Council meetings, Council workshops and task forces, and community groups representing the department and providing for knowledge transfer and exchange.
  - Directs the preparation and implementation of the department's annual operating budget and capital budgets consistent with program goals and objectives; responds to requests from City Manager and Budget Committee members, and other departments regarding the department budget request, and in the preparation of annual comprehensive financial statements.
  - Conducts community relations activities related to policy and operations anticipating and mitigating issues and concerns.
  - Establishes annual department goals including ongoing confirmation and/or recommended updating of strategic direction and monthly report of the status of progress to goals.
  - Emergency response activities, training required for maintaining skills and knowledge.
  - Training of city staff and outside agencies.
  - Meetings with staff, rural contract agencies, other fire agencies, city department directors, city council, public and private organizations, state and federal agencies.
  - Emergency management planning at the city and county level and involvement with professional organizations related to providing emergency services.
  - Performs other duties of a similar nature or level.
- 

**Training and Experience** (positions in this class require):

A Bachelor's Degree in fire science, public administration, business or a closely related field and five years of directly related departmental or administrative management experience plus three years professional emergency management, strategic planning, project management or program development are required; a Master's Degree is preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

---

**Licensing and Certification Requirements** (positions in this class require):

- Oregon Driver's License – Class C
- Emergency Medical Technician - Basic
- NIMS ICS 100, 200, 300, 400 and 700 Certifications

- AWR 160 Certification (NIMS Command and General Staff position specific qualifications or demonstrated experience preferred)
  - DPSST/NFPA Fire Officer 2 or above (Fire Officer 4 and/or National Fire Academy Executive Fire Officer Certification (EFO) or Chief Fire Officer Designation (CPSE or state certified) preferred);
- 

**Knowledge** (positions in this class require):

Knowledge of:

- Conflict resolution;
  - Fire suppression and prevention;
  - Emergency medical services delivery;
  - Emergency management;
  - Strategic planning;
  - Public administration principles and practices;
  - Personnel administration;
  - Budget management principles and practices;
  - Effective and efficient public relations;
  - Educational methods and instructional techniques;
  - Personnel policies and procedures and labor contract provisions;
  - Personal computers and related software programs;
  - Applicable City policies and ordinances; and,
  - Applicable Federal, State, and local laws, rules and regulations.
- 

**Skills** (positions in this class require):

Skill in:

- Public speaking and presentation;
  - Reading and writing in English language;
  - Administering large public enterprises;
  - Managing within a City governmental infrastructure;
  - Application of services delivered by the applicable department;
  - Using a computer and related software applications;
  - Providing positive, effective leadership, training and supervision to staff;
  - Appropriate and effective independent decision making;
  - Maintaining confidentiality;
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- 

**Physical Requirements:**

Positions in this class typically require grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, inadequate lighting, intense noise and travel.

---

**Special Requirements:**

Must successfully pass a comprehensive background investigation including a criminal history check, driving record review and credit review; and successfully complete a psychological evaluation, medical examination, physical and drug screen.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek and attend evening meetings.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

---

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

---

**Classification History:**

Adopted by Council July 2, 2008, Resolution No. 5379 (Department Director)  
Revised August 13, 2014; June 22, 2018, September 1, 2021 (add Fire Chief)