



CITY OF COQUILLE

JOB DESCRIPTION

Job Title: **FIRE AND EMS CHIEF**

Pay Range: \$6,831-\$9,612/month , FLSA Exempt
Starting compensation will be determined by experience/training level

Classification: Management, Salaried Full Time, Benefits +1

Operating Location: Coquille Fire Station 1
83 W 3rd St Coquille, OR 97423

Department: Fire and Ambulance

Direct Supervisor: City Manager

JOB SUMMARY:

The Fire and EMS Chief is the executive leader of the Fire and Ambulance Department, responsible for strategic planning, operational oversight, personnel management, and community engagement. This role ensures the delivery of effective fire suppression, emergency medical services (EMS), rescue operations, fire prevention, and disaster preparedness programs throughout the City of Coquille. The Chief maintains high standards of public safety, regulatory compliance, and organizational accountability.

CORE COMPETENCIES:

PROFESSIONALISM: Adherence to standards, codes of ethical conduct, protocols and the law ensure the integrity, quality and reputation of the various professional disciplines involved in the delivery of municipal services and the functions they serve.

INTEGRITY/ACCOUNTABILITY: Honesty, truthfulness and accuracy are paramount to the health and success of delivering municipal services. It is essential to honor the stewardship and public trust for administering public resources to serve the public good.

COMPETENCY: The knowledge and ability that is required to do any job is the responsibility of the employee to maintain. In addition to the effort that is required to learn, grow and develop the expertise in the respective disciplines each employee must apply their knowledge, skills, talents and abilities to perform their duties at the highest possible level.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains an effective communication process with the City Manager.
- Using excellent interpersonal communication skills, establishes and maintains an effective working relationship with other employees, officials, and all members of the general public.
- Develop and maintain mutual aid agreements and regional partnerships.
- Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.
- Manages and leads staff directly or through subordinate supervisors using leadership skills that include implementing an effective program of management.
- Maintains an open work environment within the departments.
- Develops and maintains an effective communication system throughout the fire and ambulance departments.
- Coordinate with other agencies during emergencies, including law enforcement and emergency management.
- Plans, coordinates, supervises and evaluates Fire and Ambulance Department efficiency and effectiveness; formulates programs or policies to alleviate deficiencies.
- Plans and implements Fire and Ambulance Department programs for the City to better carry out the policies and goals including those set forth in the City's Affirmative Action Plan.
- Ensure compliance with local, state, and federal laws and regulation (e.g., NFPA, OSHA, NIMS, HIPAA)
- Plan and manage the Fire and Ambulance Department's annual budget, including capital expenditures, personnel costs, and grant funding.
- Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Responds to alarms and may direct activities at the scene of major emergencies, as required.
- Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- Respond regularly to EMS calls on the ambulance as part of an EMS crew, to include second out EMS calls after hours.
- Oversees the training and professional development for all department personnel.
- Works with the Finance/HR Director on all recruitment of Fire and Ambulance paid and volunteer personnel.
- Works with the Finance/HR Director to handle grievances, maintain Departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits weekly reports to the City Manager regarding the Department's activities and prepares a variety of other reports as appropriate including a monthly council report, and the annual report of activities.
- Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, And Abilities:

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- knowledge of firefighting techniques and methods
- knowledge of command-and-control techniques
- knowledge of investigation and evidence gathering techniques
- knowledge of firefighting training programs
- knowledge of training techniques and methods
- knowledge of firefighting, public education and awareness programs concerning protective services
- knowledge of public safety theories and methods
- knowledge of emergency response techniques
- knowledge of crowd control techniques
- knowledge of EMS response and ambulance transport operations
- knowledge of EMS patient billing practices
- knowledge of emergency procedures, First Aid and CPR
- knowledge of volunteer training, development, recognition and retention
- leadership skills including the ability to take full command at the scene of a fire
- analytical and problem-solving skills
- decision making skills
- negotiations skills
- effective verbal and listening communications skills
- ability to deal effectively with people in difficult situations
- effective written communications skills including the ability to prepare reports
- effective public relations and public speaking skills
- research and program development skills
- stress management skills
- time management skills
- understand and maintain standards of conduct

Education and Experience:

- Bachelor's degree in Fire Science, Emergency Management, Public Administration, or related field (Master's preferred).
- 10+ years of progressively responsible experience in Fire and/or EMS services, with at least 5 years in a senior command position.
- Experience in both fire suppression and emergency medical services, including advanced life support (ALS), preferred.

Certifications:

- Fire Officer II Required. Fire Officer III or IV (NFPA or equivalent) preferred.
- EMT-I/99 or Paramedic certification (current or previously held) preferred.
- ICS 100, 200, 300, 400, 700, and 800 preferred.
- Executive Fire Officer Program (EFO) or Chief Fire Officer (CFO) designation preferred
- Current Valid Driver License with acceptable driving record for the past three years.

WORK ENVIRONMENT**Working Conditions:**

- Office and field environment; exposure to dangerous situations and adverse conditions during emergencies.
- May require irregular hours, including nights, weekends, and holidays.
- Must be available for emergency response at all times.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Nothing in this document is to be construed as a contract of employment and is not intended to specify the duration of employment or limit the reasons for which an employee may be discharged.