

City of Greenwood – Chief of the Fire Department

Job Title:	Fire Chief	Job Category:	Exempt - Merit
Department/Group:	Fire Dept. - Administration	Job Code:	
Location:	155 East Main Street Greenwood, IN 46143	Job Classification:	Public Safety
Level/Salary Range:	Defined by Salary Ordinance	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	Deputy Mayor
Fax: (317) 887-5868 Email: HR@greenwood.in.gov	Mail: City of Greenwood. Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
Job Purpose:	Provides administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities.		

Duties and Responsibilities:

- Compliance with the City of Greenwood Employee Handbook and General Orders of the Greenwood Fire Department.
- Plans, supervises and evaluates activities of Fire Suppression, Prevention, Inspection, EMS, Special Operations, Code Enforcement, and Public Outreach.
- Establishes policies and procedures for the Fire Department to implement from directives by the Mayor or City Council.
- Makes recommendations to the City Council for the establishment and maintenance of an adequate fire defense.
- Directs the preparation of reports for City officials.
- Prepares and facilitates department budget, capital, and staffing needs.
- Prepares long-range strategic plans for the development of the department.
- Meets with community groups and officials to explain and improve departmental programs.
- Oversees preparation of specifications for fire apparatus purchasing.
- Studies the standard rating schedule of the Insurance Services Office and prepares plans for improving the City's rating.
- Responds to alarms and may direct activities at the scene of major emergencies, as required.
- Responsible for delivering and upholding the mission, vision and organizational values of the Department with the highest ethical and moral standards.

Job Requirements:

- **Education:** High School Diploma or GED and certification by State of Indiana as First Class Firefighter (NFPA FF I/II), Officer III, Instructor II/III, Safety Officer, Hazardous Materials Technician, and Emergency Medical Technician are required as well as ability to complete other required training programs.
- **Experience:** 5 plus years of administrative and supervisory experience with Greenwood Fire or other comparable Fire Department.
- **Skills and Abilities:** Possession of a valid driver's license and demonstrated safe driving record. Must be able to use radios including knowledge of procedures and limitations, and must be able to speak clearly. Must be able to work 8 hour days and/or extended hours and respond swiftly, rationally and decisively to emergency situations. Ability to recognize signs and symptoms of some communicable diseases and dangers of blood borne pathogens and protect



oneself from contamination by utilizing universal health precautions and avoiding high risk environments. Maintain eligibility for the State of Indiana 1977 Police Officers and Firefighters Pension Fund.

- **Physical:** Ability to sit, walk and stand for extended periods of time, routinely lift and carry objects weighing more than 50lbs. Must be able to push, pull objects, climb stairs and ladders, reach, bend, handle and grasp objects and be able to successfully complete an annual medical evaluation and physical agility test as prescribed by the Greenwood Fire Department. May be exposed to a variety of environments including exposure to hazardous conditions which may include smoke, toxic chemicals, noxious gases/fumes, extreme temperatures and dangerous heights.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

Human Resources: HR@greenwood.in.gov

Employee Signature: _____

Date: _____

Fire Chief Signature: _____

Date: _____

HR approved By:

Date: