

## **FIRE CHIEF**

**DEFINITION:** Under general direction, performs administrative and management duties of considerable difficulty in planning, organizing and directing the Kayenta Fire Department; serves as technical advisor to the Town Manager on all matters pertaining to fire protection and prevention, performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Plans, coordinates and directs the fire prevention, inspection and maintenance programs of the Kayenta Fire Department, reviews department performance and effectiveness and formulates department policies to alleviate effectiveness, supervises and coordinates training of personnel, consults with tribal and local officials, and the fire protection experts in formulating and monitoring fire polices, codes and regulations develops and administer fire protection programs to ensure the protection of life and property in the Kayenta Township.

Prepares budget and proposals, maintains control of department expenditures and submits periodic reports on fiscal activities, justified changes to staffing levels, budgets and priorities, prepares comprehensive fire reports, assigns personnel and equipment based on special qualifications and department capability, investigates fires of serious significance; evaluates the need for and initiates procedures for equipment purchases; conducts public education programs as required.

Supervises emergency responses to accident scenes and assumes command at scene of emergencies and disasters, directing emergency, firefighting and rescue personnel, coordinates mutual fire protection and emergency preparedness plans with the surrounding communities, ensures proper maintenance, repair and improvement of equipment, trucks and other property, attends meetings.

### **KNOWLEDGE SKILLSAND OTHER CHARACTERISTICS:**

Knowledge of modern administrative and supervisory principles

Knowledge of rural firefighting techniques and equipment

Knowledge of causes and characteristics of fires

Knowledge of Life Safety Codes MFPA (101) and all other applicable codes

Knowledge of the Navajo Nation and surrounding areas including locations of towns, communities, highways and roads

Knowledge of the Navajo culture and language

Skill in directing the performance of fire suppression, rescue and prevention activities

Skill in writing administrative and technical reports

Skill in reading and interpreting building codes

Skill in developing and implementing new programs

Sill in interpreting laws and applying them to current and future situations

Skill in analyzing data and drawing valid concussions

Skill in maintaining effective working relationships

Skill in communicating effectively both orally and in writing

Kayenta Township Commission  
Fire Chief

Kayenta Fire Department  
Overtime Code: Exempt  
Pay Grade: 67

**PHYSICAL REQUIREMENT AND WORK ENVIRONMENT:** Work involves strenuous work in both office and outdoors providing fire suppression, Rescue and prevention activities.

**MINIMUM QUALIFICATIONS:** a Bachelor's degree in Fire Science; and four (4) years work experience providing fire and rescue services, two (2) years of which must have been in a supervisory capacity; or an Associates of Science degree in Fire Science or related field, and six (6) years work experience providing fire and rescue services, three (3) years of which must have been in a supervisory capacity, or a high school diploma or GED and eight (8) years work experience providing fire and rescue services, four (4) years of which must have been in a supervisory capacity.

**SPECIAL REQUIREMENTS:** Must possess a Fire Officer I and II Certificate, a valid state driver's license and must pass a physical agility test as stated in the National Fire Protection Standard Form 1001 within 90 days of employment, must obtain a Navajo Nation Vehicle Operator's Permit, and EMT-Basic or First Responder Certificate. Hazardous Material Technical Level Certificate and Cardiopulmonary Resuscitation (CPR) for the professional Rescuer Certificate, a Fire Leadership Level I and II Certificate and a Fire Fighter I and II Certificate.

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.