

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
MARCH 18, 2014 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATED	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR

SYNOPSIS

The position description for the Fire Chief position has been updated and is attached for your review.

FISCAL IMPACT

The FY2014 general fund budget contains funding for the Fire Chief position at a salary range of 210.

RECOMMENDATION

Approval.

BACKGROUND

Effective April 1, 2014, the City of La Vista will enter into an agreement with the City of Papillion and the Papillion Rural Fire District to create a joint entity for the purpose of providing fire and emergency medical services.

As a result, the paid Fire Chief position in La Vista will become part of the joint entity and job duties will be modified. The La Vista Fire Chief will now be responsible for performing the duties of Fire Marshal. The Fire Chief will remain on the City of La Vista's payroll and the joint entity will reimburse the City for a portion of his salary and benefits. The position description has been modified accordingly.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Fire Chief

POSITION REPORTS To: Papillion Fire Chief & La Vista Police Chief/Director of Public Safety

POSITION SUPERVISES: Non-Supervisory

DESCRIPTION:

Serves as and performs the duties of Fire Marshal for the joint organization that provides fire and EMS services to the cities of La Vista and Papillion. Duties include being responsible for life safety code enforcement and inspections of public, commercial and residential structures to ensure compliance with applicable State and City regulations, codes and ordinances, and assisting with building and site plan reviews as needed. The geographical area of responsibility is the city limits of La Vista and Papillion, as well as the extra-territorial jurisdictions of both communities.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Responsible for the development, review and enforcement of city codes, ordinances and resolutions pertaining to fire inspections.
2. Inspect buildings to locate hazardous conditions and fire code violations such as, but not limited to, accumulations of combustible material, electrical wiring problems, and inadequate or non-functional fire exits.
3. Write detailed reports of fire inspections performed, fire code violations observed and identify corrective actions that must be made to bring properties into compliance with applicable fire codes, laws, regulations and standards, and explain these measures to property owners or their representatives.
4. Conduct inspections and acceptance testing of newly installed fire protection systems.
5. Inspect and test fire protection and/or fire detection systems to verify that such systems are installed in accordance with appropriate laws, codes, ordinances, regulations, and standards.
6. Conduct fire code compliance follow-ups to ensure that corrective actions have been taken in cases where violations were found.
7. Inspect properties that store, handle, and use hazardous materials to ensure compliance with laws, codes, and regulations, and issue hazardous materials permits to facilities found in compliance.
8. Write detailed reports of fire inspections performed, fire code violations observed, and corrective recommendations offered.
9. Develop or review fire exit plans.
10. Conduct site plan reviews for new or remodeled buildings to ensure compliance with fire safety codes.
11. Attend training classes in order to maintain current knowledge of fire prevention, safety, and firefighting procedures.

12. Present and explain fire code requirements and fire prevention information to architects, contractors, attorneys, engineers, developers, fire service personnel, and the general public.
13. Assists in conducting fire exit drills to monitor and evaluate evacuation procedures.
14. Inspect liquefied petroleum installations, storage containers, and transportation and delivery systems for compliance with fire laws.
15. Develop and coordinate fire prevention programs such as false alarm billing, fire inspection reporting, and hazardous materials management.
16. Testify in court regarding fire code and fire safety issues.
17. Recommend changes to fire prevention, inspection, and fire code endorsement procedures.
18. Issue permits for public assemblies.
19. Serve court appearance summonses and/or condemnation notices on parties responsible for violations of fire codes, laws, and ordinances.
20. Works with staff, training them, assists in planning their building familiarization walk through schedules.
21. Performs follow up inspections for the replacement of defective firefighting equipment and for repair of fire alarm and sprinkler systems.
22. Establishes and maintains positive public relations with the general public, other employees, other governmental agencies and municipal officials.

MARGINAL FUNCTIONS:

1. Performs other duties as directed by the Papillion Fire Chief or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

- The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed both outdoors and indoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent will be required to maneuver rough terrain on foot in disastrous conditions. Duties also require the ability to tolerate various climatic conditions, including extreme heat to cold with snow and ice. Working conditions may also include contact with dirt, dust, chemicals, noise and may involve working near moving mechanical parts and in precarious positions.
- The incumbent must have the ability to lift or carry office supplies and job related supplies and possess the manual dexterity necessary to operate vehicles, computers and tools. Must have standard visual acuity of not less than 20/40 in one eye, and 20/100 in the other eye, corrected to 20/20 in one eye, and 20/40 in the other eye. Must

also display adequate color and peripheral vision in both eyes.

- Work requires extensive interaction with the general public and may be stressful in dealing with distressed citizens and specific timeframes.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Must have a valid state driver's license at the time of hire, without record suspension or revocation in any State, and maintain it through the course of employment.
2. Graduation from an accredited high school or successful completion of the high school GED test.
3. Must possess a current Nebraska EMT-B certification, or higher, at the time of hire.
4. Must have an Associate's degree or higher in Fire Science or equivalent.
5. Must possess, or obtain within one year of hire date, NFPA certification as Fire Inspector I.
6. Must possess, or obtain within two years of hire date, certification as Plan Examiner I
7. Must have 6 years of experience in the Fire Service

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and ability to operate vehicles, equipment and tools pertaining to duties performed.
2. Knowledge of and ability to perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.
3. Knowledge of and/or the ability to learn the geography of the county and surrounding areas.
4. Knowledge of city responsibilities and the ability to exercise sound, ethical independent judgment in stressful situations; analyze situations quickly and objectively and to adopt quick, effective and reasonable courses of action with due regard to the surrounding hazards and circumstances.
5. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of departmental goals and objectives.
6. Ability to make complex, difficult decisions and to develop plans for the safe, efficient, effective and legal accomplishments of tasks required to enforce applicable laws and provide service to the public.
7. Ability to accurately read and interpret technical sketches, site plans, blueprints and instructional manuals.
8. Ability to prepare and maintain clear and concise records, reports and other departmental documents.
9. Ability to perform mathematical calculations, including addition, subtraction, multiplication and division.
10. Ability to plan and organize a work schedule, set priorities and meet deadlines.
11. Ability to perform job duties efficiently while managing frequent interruptions.
12. Ability to understand and follow both oral and written instructions.
13. Ability to operate standard office equipment in the performance of job duties, i.e. fax

machine, copier, personal computer, calculator, etc.

14. Ability to communicate effectively both orally and in writing.
15. Ability to maintain the confidentiality of all departmental communications, documents and correspondence.
16. Ability to handle stressful situations and effectively deal with difficult or angry people.
17. Ability to deal with the general public in a courteous and tactful manner.
18. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
19. Ability to work independently, as part of a team and with the public.
20. Ability to maintain regular and dependable attendance and be available for a varying schedule including evenings, weekends, and holidays.

I have read and understand the requirements of this position description.

(Signature)

(Date)