

Watertown City Council

January 24, 2023

Agenda Item:	Full-time Fire Chief Job Description and Recruitment
Request for Action:	Motion to approve the Fire Chief job description and authorize recruitment
Employee/Dept.:	Jake Foster, City Administrator

Background:

During the 2023 budget process, City Council discussed the notion of hiring a full-time fire chief in 2023. The full-time fire chief position was included in the 2023 budget that was adopted by City Council on December 13, 2022. The position has a target start date of July 1, 2023. However, there was discussion that the hiring could take place earlier if circumstances necessitate that earlier start date (e.g. plat/development approvals, identified public/fire safety issues, inspection need, etc.). Staff has developed a job description to identify a candidate to hire in case staff and Council determine a full-time chief should be hired sooner.

As of now, staff still anticipates the full-time chief to start on July 3rd (first Monday after July 1st). If circumstances change, staff would bring the issue back to Council for direction.

Given the current state of the Fire Department, and overall morale, staff is recommending that the recruitment for the full-time chief position be an internal recruitment. If approved, the application period will open on Wednesday January 25, and run for two weeks; closing on Wednesday February 8th. The interview process will depend on the number of applications received, but it is anticipated that first round interviews will be held starting on February 9th, with second round interviews held after should they be deemed necessary. Staff expects to have a candidate identified in early March. Again, with an expected starting date of July 3rd.

Staff has budgeted for this position to be graded at a Grade 15, which is the same grade as the Public Services Superintendent and Utilities Superintendent positions. This midpoint of the Grade 15 pay scale is consistent with what comparable cities full-time fire chiefs are being paid. The salary range for this grade is \$78,369 to \$97,885 annually.

Budget Impact:

In addition to the salary range described above, there is an additional cost of approximately \$30,000 for the taxes and benefits for this position. These expenses have also been included in the 2023 budget.

Funding Source:

General Fund>Fire

Recommendation:

Staff recommends that the City Council approve the job description for a full-time fire chief and authorize the recruitment as described.

Motion Type:

Simple majority vote of members present.

Requested Action/Motion:

"I move to approve the fire chief job description as authorize the proposed recruitment."

Attachments:

Full-time Fire Chief Job Description



CITY OF WATERTOWN JOB DESCRIPTION

POSITION/TITLE: Fire Chief

DEPARTMENT: Fire

FLSA STATUS: Exempt

EFFECTIVE DATE: July 2023

IMMEDIATE SUPERVISOR: City Administrator

PRIMARY OBJECTIVE:

This position provides effective leadership in directing, planning, overseeing, and coordinating a Paid-on-Call Fire Department to ensure adequate response to the fire suppression and prevention needs of the City of Watertown.

ESSENTIAL FUNCTIONS OF THE JOB:

- Responds to calls for service as available during business hours, and as needed after hours.
- Serves as the City's Emergency Management Director.
- Responsible for all operations and budgets of the Fire Department.
- Oversees the recruitment, retention, supervision, and development of Fire Department Personnel. Ensures compliance with City of Watertown Personnel Policies and Fire Fighter Handbook.
- Develops and recommends long-range plans for firefighting equipment, personnel and facilities designed to meet the changing needs of the community and the department. Implements approved plans within the designated timeline and budget.
- Responsible for planning and organizing all maintenance of equipment and apparatus.
- Shall bring all Fire Department needs to the attention of governing bodies.

- Responsible for fire inspection and fire prevention programs.
- Participates in the plan review process and provides feedback as it relates to public safety.
- Responsible for attendance of meetings outside of the Fire Department as directed by the City Administrator.
- Maintains fire records.

REQUIREMENTS:

- Ability to respond to a City of Watertown emergency scene within 15 minutes.
- Ability to communicate effectively, both orally and in writing.
- Ability to build and maintain a team-oriented work environment.
- The ability to manage and make decisions using skills, knowledge, and reasonable judgment.
- Thorough ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials, and the public including making formal presentations.

MINIMUM QUALIFICATIONS:

- 5 years of fire department supervisory experience, and at least 7 years of experience working within a fire department.
- Valid Minnesota Driver's License.
- Ability to perform physical demands required of firefighter in the field and pass the pre-hire physical demands testing required by the department.
- Certification(s) or Course Work in fire instruction, fire officer, fire inspection, and/or commensurate training/instruction.

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)