

City of McPherson
400 E. Kansas Avenue
P.O. Box 1008
McPherson, Kansas 67460



City Administrator (620) • 245-2535
City Attorney • 245-2535
Public Works Director • 245-2545
Fire Chief • 245-2505
City Inspector • 245-2547
Chief of Police • 245-1200
Sanitarian • 245-2548
Park Superintendent • 245-2565
Cemetery Sexton • 245-2568
Tele Fax • 245-2549

**Five-Day Internal Notice of Job Opening
Deputy Fire Chief
McPherson Fire Department
City of McPherson**

The position of Deputy Fire Chief for the City of McPherson is currently available. In an effort to extend a fair opportunity to current city employees, the following five day notice is being distributed to all city departments. The purpose of the five-day notice is to provide qualified internal candidates the opportunity to apply for the position prior to an advertisement to the general public.

An application for this position does not necessarily mean it will be filled with personnel from within the city, but strong consideration will be given to qualified candidates. Following the five-day internal notice, the City of McPherson may pursue other options to fill the position which could include: 1) Hiring of a qualified internal candidate; 2) Advertising to the general public for qualified candidates. Interviews with qualified internal candidates are encouraged, however an application does not guarantee an interview nor does it guarantee that hiring will occur from within city departments.

The position of Deputy Fire Chief is an exempt position with an hourly wage ranging from \$28.02 to 37.35 per hour (salary \$58,281.60 to 77,688.00) depending on experience and longevity with the City of McPherson. Full-time benefits are available for this position.

The applicant must have a high school diploma or GED. Degree in Fire Science or other college degree is preferred. This employee must possess certifications as an Emergency Medical Technician, Firefighter I and II, Hazardous Materials Operations, and Instructor I. A valid Kansas Driver's License (K.D.L.) is required. ICS 100, 200, 300, 400, 700, and 800 are required.

Interested internal candidates shall submit an application and professional resume to Tammy Seely, City Clerk/HR Officer (tammys@mcpcity.com). A full job description is attached and a city employment application is available on the city website at www.mcpcity.com under the employment tab. The five-day internal notice should remain posted for five working days from Monday, March 25, 2019 to Friday, March 29, 2019 at 5:00 p.m.

Mayor
Thomas A. Brown

Commissioner of Public Facilities
Robert D. Moore

Commissioner of Streets & Utilities
Larry E Wiens

Deputy Fire Chief

City of McPherson

Fire Department

POSITION SUMMARY

Under the supervision of the Fire Chief, the Deputy Fire Chief is an exempt position under FLSA. Protecting the lives and property of the citizens of McPherson is the primary goal of this position. This employee supervises and assumes command of subordinate personnel at emergency activities, including fire suppression, rescue, and hazardous materials responses. This employee assists the Fire Chief in the daily management of the fire department. This employee directly supervises the Captains, and in their absence is responsible for their assignments getting done. This employee should be able to remain poised and make critical decisions under difficult and hazardous circumstances. This employee should possess excellent communication, supervisory, organizational, and public relation skills; as well as thorough knowledge of ICS. This employee assumes the role of Fire Chief in his absence.

ESSENTIAL FUNCTIONS

- Assists the Fire Chief with the planning, organization, and work load of the fire department;
- Manages day to day operations of the department;
- Supervises emergency activities and assumes command in the absence of the Fire Chief;
- Responds to large and serious emergencies;
- Supervises public education programs;
- Schedules, supervises, and evaluates subordinate personnel;
- Oversees the planning and implementation of city inspections;
- Attends department meetings;
- Assists the Fire Chief with long-range planning and budget;
- Provides quality control for fire and maintenance reports;
- See that plan review for all new construction is done;
- May investigate cause and origin of all fires;
- May perform arson investigations;
- Performs general public relations work;
- Supervises the maintenance of department equipment and apparatus;
- Fields questions, concerns, and complaints from the general public;
- Enforces department policies and procedures;
- Enforces safety procedures and practices;
- Must be able to provide credible testimony in any court proceedings.
- Performs the Fire Marshal function

MARGINAL FUNCTIONS

- Performs other duties as deemed necessary.

Classification	
Quick View	
<u>FLSA:</u>	EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>KP&F:</u>	ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS HAZARDOUS MATERIALS CONFINED SPACES
<u>WORKING CONDITIONS:</u>	HAZARDOUS CHEMICALS ASBESTOS EXPLOSIVES RADIATION ELEMENT OF RISK ADVERSE WEATHER

Deputy Fire Chief
POSITION REQUIREMENTS

Experience: A minimum of ten years of firefighting experience, with a minimum of four years of supervisory firefighting experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment. Must be able to be a certified fire investigator within 2 years.

Education: A high school diploma or GED is required, and a technical degree or some college credit in Fire Science including an Associate's Degree is preferred. This employee must possess certifications as an Emergency Medical Technician, Firefighter I and II, Hazardous Materials Operations, and Instructor I. A valid Kansas Driver's License (K.D.L.) is required. ICS 100,200,300,400,700, and 800.

Technical Skills: A thorough knowledge of fire suppression techniques, rescue activities, medical treatment, safe handling of hazardous materials releases and disaster management is required. The ability to operate all equipment related to the previous activities is required. The ability to operate office equipment is also required. This employee must be able to understand and anticipate problems, to prepare reports, to follow and enforce department policies and procedures, and to read and interpret written instructions, maps, manuals, and instructional materials. This employee should possess excellent public relation, supervisory, organizational, oral, and written communication skills.

Problem Solving: Independent problem solving is involved in this position. This employee encounters problems with personnel issues, fire suppression and other emergencies, and scheduling conflicts.

Decision Making: Independent decision making is involved in this position. This employee makes critical decisions concerning the life safety of firefighters and the citizens of McPherson. This employee makes decisions on a daily basis about resolving personnel issues, coordinating department activities, and enforcing department policies and procedures

Supervision: This employee works with occasional supervision from the Fire Chief. This employee exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is responsible for city resources and equipment. This employee does participate in the annual budget process.

Personal Relations: This employee has daily contact with the general public, and at times deals with the public in extremely tense and stressful situations. The Deputy Fire Chief interacts with co-workers and subordinates in a non-traditional work place. Daily interaction with supervisors is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to extremes of heat and cold are expected. This employee is also exposed to structural collapses, contact with hazardous materials, explosives, asbestos, and radiation, work from heights and in confined spaces, and work around heavy machinery. This position contains a significant risk to personal safety. Exposure to blood borne pathogens while responding to and providing emergency medical treatment can be expected.

Physical Requirements: The Deputy Fire Chief must be in excellent physical condition. The type and amount of personal protective clothing required to perform the duties of the Deputy Fire Chief along with the working conditions listed above creates a significant increase in physical stress to the well being of the employee. Manual labor including heavy lifting, pulling, and carrying heavy objects and equipment is expected. Climbing is a significant aspect of the job. Decisions made during critical moments at emergencies increases mental stress.

Residence requirements: Live within McPherson city limits and maintain an active cell phone, stipend will be provided.

****The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job
Updated: 3/25/2019*