

CITY OF COWETA **FIRE CHIEF** **APPLICATION** **PACKET**



DUE DATE

January 29, 2018
5:00 p.m.

WHERE

CITY OF COWETA
310 S. BROADWAY ST
PO BOX 850
COWETA, OK 74429-0850
Attn. Human Resources

(918) 486-2189



FIRE CHIEF HIRING ANNOUNCEMENT

The City of Coweta is seeking qualified candidates to fill the position of Fire Chief.

The annual salary range for this position is \$65,000 to \$76,000, depending upon qualifications. Benefits include 100% paid health insurance for employee; 75% paid health insurance for dependent(s); \$15,000 paid life insurance; 11 paid holidays, vacation, personal leave and sick leave. The position includes a City vehicle for after-hour response.

Interested candidates should submit an application packet with the following:

1. Comprehensive resume
2. Completed City application
3. Supplemental Questionnaire
4. Signed Job Description
5. Copies of any relative transcripts, certificates or coursework.

Completed packets must be received by **5:00 PM on January 29, 2018**.

Please submit your application packet as follows:

Email: jcasteen@cityofcoweta-ok.gov

Mail:

Human Resources
City of Coweta
PO Box 850
Coweta, OK 74429-0850

Hand Delivery:

310 S. Broadway St
Monday-Friday 8:00 a.m. to 5:00 p.m.

Contact Human Resources at (918) 486-2189 if you have any questions.

The employment process will be in accordance with the City of Coweta personnel policies. Applicants selected as finalists for this position will be subject to a comprehensive background review. Applicants receiving a conditional offer of employment will be subject to drug testing, physical, and psychological examination.

The City of Coweta is an EEO Employer.



Job Description Fire Chief

Employment Status: Full-Time

FLSA Status: Exempt

Bargaining Group: None

Experience Required: 10 years of experience in Fire or Emergency Medical Services work, 5 of which must have been equivalent to the rank of Fire Captain or higher.

Minimum Education Requirements: Bachelor's degree in a related field; a combination of education and experience that would likely provide the required knowledge and abilities may be substituted at the discretion of the City Manager.

Direct Supervisor: City Manager

Supervisory Responsibility: Supervise Deputy Fire Chief, and shift command staff.

Primary Work Location: Fire station

Other requirements: Must be at least 21 years of age. Must possess a valid driver's license without record of suspension or revocation in any state, no felony convictions or disqualifying criminal histories within the past 7 years; must be a US citizen; must have at least ten (10) years of experience as a paid firefighter and be a current member of the Oklahoma Firefighters Pension and Retirement System, as required by Oklahoma State law.

Certifications: Possession of a valid driver's license.

Job Summary: The Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, fire suppression and emergency medical services to prevent or minimize the loss of life and property by fire and other hazardous situations.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Plan, coordinate, supervise, and evaluate all employees and operations.
- B. Establish policies and procedures for the department in order to implement directives from the City Manager.
- C. Plan and implement programs for the City in order to better carry out policies and goals, review departmental performance and effectiveness; formulate programs or policies to alleviate deficiencies.
- D. Supervise, coordinate, prepare, and presents annual budget request; direct implementation of the department's budget; plan for and review specifications for new or replaced equipment.
- E. Respond to alarms and personally direct activities at the scene of major emergencies.
- F. Supervise inspections and enforce City ordinances and State fire codes; investigate arson activities.



Job Description Fire Chief

- G. Direct operation of departmental training activities.
- H. Control expenditure of departmental appropriations.
- I. Work with unionized personnel to ensure good order and harmonious relations.
- J. Prepare and submit reports to the City Manager.
- K. Plan departments' operations with respect to future equipment, apparatus and personnel needs.
- L. Assign personnel and equipment to such duties and uses as the service requires.
- M. Maintain discipline, the conduct, and general behavior of assigned personnel.
- N. Educate the public in fire and injury prevention techniques
- O. Meet with appointed officials, other agencies, community and business representatives, and the public on all aspects of the department's activities.
- P. Represent the City in a variety of local, county, state and other meetings and community events.
- Q. Perform the duties of command personnel as needed and fulfills obligations during duty days.
- R. Serve as a member of various committees and organizations.
- S. Perform related tasks as required.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Modern fire suppression and prevention techniques.
- Emergency medical principles, procedures, techniques and equipment.
- Hazardous materials handling and clean-up.
- Modern management practices for public safety agencies.
- Applicable laws, ordinances, departmental guidelines, and regulations.

Skills

- Skill in developing long-range and short-term strategic plans.
- Handle stress effectively without it interfering with performance.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Manage personnel effectively and efficiently.
- Use of all tools and equipment needed by the department.
- Communicate clearly and effectively, both orally and in writing.

Abilities

- Maintain discipline and respect of subordinates.
- Perform work requiring good physical conditions.
- Act effectively in emergency and stressful situations by using appropriate problem solving skills, self-discipline, and courtesy.
- Must be able to establish and maintain positive and effective working relationships and attitudes with co-workers and the public.



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box and fill in the appropriate accommodations, if required, then sign and date.

I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date

APPLICATION FOR EMPLOYMENT WITH CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY

Present & Former Employment List below your last six employers, starting with the most recent.

Date Month & Year	Name & Address	Phone	Salary Upon Leaving	Position	Reason for Leaving
From: To:					
From: To:					
From: To:					
From: To:					
From: To:					
From: To:					
From: To:					

*****Applicant must Initial each statement below and sign at the bottom.*****

_____ I understand that before I can be hired by the City of Coweta/Coweta Public Works Authority, I must provide proof of my identity and employment eligibility, by Homeland Security & I9 guidelines.

_____ I understand that if hired by the City of Coweta/Coweta Public Works Authority, my employment will be “at will of both parties” without stated terms or conditions and that the employment can be terminated by myself or by the City of Coweta at any time, with or without cause or prior notice by either party.

_____ I understand that I must state the exact job or job category that I am seeking and if I leave this space blank or is non-descript, my application may not be reviewed or considered for employment. I understand that I must fill out a separate application for each position that I am applying for.

_____ I understand that this application will remain on file with the City of Coweta/Coweta Public Works Authority for three years from the date it was accepted and after that date it will be destroyed unless I am hired by the City of Coweta/Coweta Public Works Authority. If you wish to reapply for employment a new application must be filled out after six months.

_____ I understand that an offer of employment is conditional upon a successful background check and successful drug screen and that false or misrepresentation of information on this application or documents submitted to the City of Coweta/Coweta Public Works Authority is grounds for termination.

_____ I understand and affirm that nothing contained in this application, conveyed during any interview, conversation, or correspondence is intended to create an employment agreement or contract with the City of Coweta/Coweta Public Works Authority. I understand & agree that no promises regarding employment can be made to me except by the City Manager, and I understand that no such promise or guarantee is binding upon the City of Coweta/Coweta Public Works Authority unless made in writing.

_____ I understand and affirm that no offer of employment can be made until I have completed and passed a pre-employment drug test, satisfied a successful background review and that I may be required to submit to a medical examination at any time deemed appropriate by the City of Coweta/Coweta Public Works Authority.

_____ I understand and affirm that completing this application does not indicate there is a position open within the City and does not obligate the City of Coweta/Coweta Public Works Authority to hire. If hired, I agree to abide by all City of Coweta/Coweta Public Works Authority policies, rules, and procedures along with Department rules and procedures. The City of Coweta/Coweta Public Works Authority retains the right to revise its policies, rules, and procedures, in whole or in part, at any time.

_____ I certify that the facts contained in this applications (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City of Coweta/Coweta Public Works Authority.

Signature: _____ Date: _____



FIRE CHIEF Supplemental Questionnaire

ALL QUESTIONS MUST BE ANSWERED IN ORDER TO BE CONSIDERED FOR EMPLOYMENT

1. Can you meet the essential job functions, job requirements, working conditions, and physical requirements of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require reasonable accommodation at any time during the hiring process or while employed with the City of Coweta, please notify Human Resources.

Yes

No
2. Do you have five or more years of progressive municipal fire experience?

Yes

No
3. If you have five or more years of progressive municipal fire experience, please describe this experience including your duties and responsibilities. If you do not have this experience, type in "N/A".
4. Do you have five or more years of management level experience as a District Chief or Deputy Chief (or a combination thereof)?

Yes

No
5. If you have five or more years of management level experience as a District Chief or Deputy Chief (or a combination thereof), please describe your duties and responsibilities. If you do not have this experience, type in "N/A".
6. Do you possess a post-secondary degree in a fire or EMS related field?

Yes

No
7. If you have a post-secondary degree in a fire-related field, please list the degree and where the degree was obtained. If you do not have this degree, type in "N/A".
8. Do you possess certification of completion in the National Fire Academy Executive Fire Officer Program?

Yes

No