



Job Announcement for the position of
Operations Chief
Fire Department
City of McMinnville

Salary: \$89,760 - \$114,552 per year
Job Type: Full-time, exempt
Closing Date: N/A
Location: City of McMinnville Fire Department
(175 NE First St., McMinnville OR 97128)
Application: City of McMinnville job application, resume, and cover letter

Definition:

The City of McMinnville's Fire Department seeks an Operations Chief to join our department and continue our commitment to make McMinnville as safe as possible. The Operations Chief assists in planning, directing, and reviewing the activities and operations of the City of McMinnville Fire Department including fire suppression, hazardous material mitigation, emergency medical services, and emergency management. This position also assists in coordinating assigned activities with other City departments and outside agencies and provides highly responsible and complex executive level support to the Fire Chief as a member of the Fire Chief's management team.

The Operations Chief will respond to major emergencies and assume an appropriate role within the Incident Command System.

About the Department:

Since 1874 the McMinnville Fire Department has been here to serve the citizens. The organization continues to adapt and evolve to meet the challenges of providing a wide spectrum of emergency services to a diverse and changing community. Our dedicated Fire Department staff work cohesively with the other city and neighboring departments to provide the highest level of public safety services to our community. We protect lives and property through fire suppression, emergency medical treatment and transportation services, fire investigation services, fire prevention and public education to collectively make McMinnville a safer place to live, work, and play.

Supervision Received and Exercised:

This position works under the general supervision and direction of the Fire Chief. The Operations Chief is directly supervises Battalion Chiefs and Volunteer Assistant Chiefs and is responsible for supervising 30-45 full-time equivalent employees and up to 70 volunteers.

The City and the Community:

Situated in the western part of Oregon's agriculturally rich Willamette Valley, McMinnville is a growing town of nearly 35,000 residents. McMinnville is in the heart of Oregon's wine country and is close to the Oregon Coast, Portland, and Salem. The City is home to Linfield College and a satellite campus of Chemeketa Community College.

Public Safety in Yamhill County is managed in a collaborative manner. The City's Fire Department works cooperatively with the County, neighboring fire departments, emergency medical service providers, and law enforcement agencies.

Duties and Responsibilities:

- Directly supervises Battalion Chiefs and Volunteer Assistant Chiefs to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations, and responding to and resolving employee complaints.
- Directs, oversees, and participates in the development of the department operations; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Provides positive leadership and development to various department personnel so as to foster a qualified and capable staff
- Participates in recommending the appointment of personnel; conduct and review performance evaluations; provide guidance and opportunities for career development of employees; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations
- Manages all EMS programs, interactions with ambulance billing and collection personnel; continuous quality improvement (CQI) programs by reviewing and analyzing EMS effectiveness, system trends, and needs in an effort to ensure EMS system excellence; develops and assists in the formulation of policies and procedures; and implements EMS educational programs and system modifications.
- Responds to and provides direction and control at fires or other emergencies and performs fire suppression, rescue, hazardous material and natural disaster operations.
- Serves as a liaison for Operations-related issues with State and Local regulatory agencies, base hospital personnel, other fire agencies, medical equipment suppliers, paramedic training institutes, citizens, and other agencies/individuals associated with pre-hospital care.
- Develops and maintains effective working relations, information sharing/dissemination, conflict resolution, and compliance with applicable regulations and policies.
- Coordinates Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence; represent the Department and the City in a positive and professional manner.
- Performs other duties of a similar nature or level.
- May function in the City Emergency Operations Center (EOC).
- May Function as Fire Chief in their absence according to Department policy.
- Maintains proficiency by attending training conference and meetings, reading materials, and meeting with others in areas of responsibility.

Knowledge, Skills, and Abilities:*Knowledge of:*

- Management and supervisory principles;
- Thorough knowledge of fire administration and fire suppression principles and techniques, fire science/EMS/rescue activities;
- Thorough knowledge of personnel supervision and practices, and labor relations;
- Emergency medical care procedures and practices;
- Pre-hospital delivery systems;
- Applicable federal, state, and local regulations, protocols, policies, and procedures;
- Adult learning theory;
- Continuous Quality Improvement (CQI) principles;
- Budget principles;
- American Heart Association policies, procedures, and standards.

Skills in:

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Training employees on work methods;
- Developing and implementing CQI programs;
- Reviewing and analyzing section programs and effectiveness;
- Coordinating and delivering continuing education programs;
- Ensuring compliance with applicable regulations, protocols, policies, procedures, and standards;
- Evaluating and selecting equipment and supplies;
- Selection of paramedic training candidates;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

Ability to:

- Work with and support both career and volunteer emergency personnel in the accomplishment of their mission;
- Deal effectively with citizens and employees under stressful, emotional, and hazardous conditions;
- Plan, program, coordinate, and evaluate the activities of field supervisors and specialized administrative personnel involved in public safety activities;
- Communicate effectively using written communications including reports, memos, correspondence, and forms;
- Apply written policies and procedures in practical situations;
- Evaluate and analyze organizational performance data and develop strategies for ongoing system improvement;
- Develop and maintain productive working relationships across departmental and municipal lines;

- Use computer software to access data, prepare documents, and develop proposals.

Special Requirements:

- Must possess and maintain a valid State of Oregon driver's license without record of suspension or revocation in any State;
- No felony convictions or disqualifying criminal history;
- Documentation of completion of the National Incident Management System (NIMS) 100, 200, 300, 700, 800 training;
- National Fire Protection Association (NFPA) Fire Officer I or will be required within twelve (12) months of hire;
- Successful completion of NFPA 1582 Medical Physical and Psychological screening;
- Oregon State Paramedic License, desired.

Physical Demands and Working Conditions:

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools, or controls. The position requires mobility, including fire scenes. Duties involve moving materials weighing up to 15 pounds on a regular basis such as files, books, office equipment, etc., and may weigh up to 80 pounds. Manual dexterity and coordination are required less than 50 percent of the work period while operating equipment such as computer keyboard, motorized vehicles, calculator, communication devices, etc. Reasonable accommodation will be provided to otherwise qualified individuals with a disability and known limitations.

Incumbents may be subjected blood and other bodily fluids and travel. Approximately 10% of the work period is at fire/rescue sites or training with exposure to fire, smoke, and typical hazards and noise levels associated with fire service. Most work occurs under usual office working conditions. The noise level in the office is typical of most office environments.

Compensation and Benefits:

The salary range for the Operations Chief is \$89,760 - \$114,552 per year, depending upon qualifications.

The City's benefits package includes:

The City of McMinnville provides a generous benefits package that includes:

- Medical, dental, and vision insurance.
- City-paid life insurance.
- City-paid disability insurance.
- Sick leave earned at the rate of eight hours per month.
- Vacation credit earned at the rate of 6.67 hours per month up to a maximum of 320 hours, with increases in accrual rates at 3, 5, 10, 15, and 21 years.
- Nine paid holidays and 24 hours of floating holiday time annually.
- Full, City-paid participation in the Public Employees Retirement System (OPSRP).
- Opportunities for on-going professional development.
- Options to participate in the credit union and deferred compensation plan.

The Application Process:

A City of McMinnville Employment Application, resume, cover letter, and responses to supplemental questions will be required. Submit application materials via email. Application materials are available online at www.mcminnvilleoregon.gov/jobs

Please email your application materials to hr@mcminnvilleoregon.gov. Call (503) 434-2328 with questions regarding this recruitment.

Tentative Selection Schedule:

This position will close at 7 am on December 31, 2018.

The tentative selection process is as follows:

- January 7, 2019: First round of Skype interviews
- January 23, 2019: Second round assessment center
- January 24, 2019: Final interview

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need a reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact Erica Thomas, the ADA Coordinator (see the phone number and e-mail address listed above). This is not an implied contract and may be modified without notice.