



# CITY OF CEDAR RAPIDS

## Job Description

### Fire Chief

#### DEPARTMENT

Fire

#### REPORTS TO

City Manager

#### DIRECT REPORTS

Assistant Fire Chief,  
Fire Admin District  
Chief, Fire Program  
Coordinator

#### PAY PLAN

Non-bargaining

#### JOB CODE

NB077

#### JOB CATEGORY

Executive

#### GRADE

E3

#### FLSA STATUS

Exempt

#### POSITION TYPE

Full-time

#### PAY SCHEDULE

Bi-weekly

#### GENERAL SUMMARY

Plans, directs, and manages the programs and activities of the Fire Department. Leads, mentors, and develops Fire Department personnel.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Directs, plans, and oversees the day-to-day operations of the Fire Department.
- Provides strategic leadership to command staff in the delivery of fire suppression, emergency medical services, prevention, and emergency management functions.
- Prepares, administers, and manages the department budget to ensure effective allocation of personnel, equipment, and operational resources.
- Leads response to emergencies and provides executive oversight of incident command during critical incidents and major operations.
- Supervises assigned personnel, including assigning and reviewing work, providing guidance and direction, and conducting performance evaluations.
- Develops, implements, and maintains departmental policies, standard operations guidelines, and administrative procedures.
- Represents the Department and City in a professional and effective manner with community members, other City departments, the media, community organizations, outside agencies, and employees.
- Responds to and resolves complex and sensitive citizen inquiries and complaints.
- Collaborates with Director Team to develop, review, and analyze policies, strategic priorities, and organizational initiatives.
- Develops and implements short-term and long-term goals, objectives, plans, and programs to ensure effective and efficient delivery of fire and emergency services.
- Evaluates departmental methods, operations, equipment, and performance to identify opportunities to improve efficiency, effectiveness, safety, and service delivery.
- Engages in community outreach and intergovernmental coordination to support public safety initiatives and maintain strong community relationships.
- Perform related work as required.

## **MINIMUM QUALIFICATIONS**

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### **Required Education and Experience**

- Bachelor's degree from an accredited college or university in Fire Science, Public Administration, or a related field and fifteen years of paid fire department full-time service in a position equivalent to Captain or higher in a similarly sized agency, OR
- An equivalent combination of education and/or experience
- Strong written, verbal, and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with diverse populations

### **Required Licenses or Certifications**

- Class D Chauffeur License
- Emergency Medical Technician or Paramedic Certification
- Firefighter I and II
- Fire Officer I and II

### **Desired Qualifications**

- Advanced degree from an accredited college or university
- Demonstration of ongoing professional development

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

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### **Knowledge of:**

- Public administration and management of public projects, programs, and budgeting
- Cedar Rapids Fire Department policies, standard operating guidelines, and administrative regulations
- Principles and practices of budget administration
- Civil service regulations and industry best practices
- Safety practices and OSHA regulations
- Supervisory principles and practices for collective bargaining, contract negotiation administration, and grievance resolution

### **Skills in:**

- Motivating subordinates; training, assigning, managing and evaluating the work of others
- Public speaking and media relations.
- Leadership
- Time management and project planning.
- Analytical and objective observance of situations and quick decision-making

### **Ability to:**

- Work collaboratively and develop and maintain effective working relationships
- Maintain confidentiality of information and professional boundaries.
- Plan, organize and manage divisional operations, programs, and projects.
- Develop long-term plans for service delivery expansion and plan and organize work to achieve long-term goals.