



## City of Yankton

### Fire Chief

**The mission of the City of Yankton is to provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.**

The City of Yankton is seeking a decisive, engaged leader to serve as Fire Chief. The ideal candidate is an effective communicator with a teamwork mentality and a high degree of integrity.

The City of Yankton is an ISO Class 3 Community. The Yankton Fire Department is a combination department. Supporting the Chief and protecting our families is a Deputy Fire Chief, Community Risk Reduction Officer, 40 volunteers, and an active auxiliary organization.

Apparatus includes four engines, three tankers, two brush ATV's, two command vehicles, one aerial, one rescue truck, two brush trucks and several trailers. The Yankton fire department proudly serves 165 square miles including urban and rural areas from three stations.

The Yankton Fire Chief is responsible for and a part of a rotational call schedule and must permanently reside within the City of Yankton.

The position is regular full-time FLSA exempt position with benefits. A degree in Fire Science/Fire Administration, directly related experience including supervisory experience is preferred. South Dakota Firefighter Certification or equivalent required. Fire Instructor Certification, and First Responder Training required. Salary (\$82,058 - \$103,887). Equivalent experience may be considered.

If you are a fire professional who believes in prevention, education, and the fraternity of a diverse and community minded team, the City of Yankton would like to meet you. The application and job description can be found and submitted at <http://cityofyankton.org/employment>. Include a resume, references, and cover letter with application.

Position open until filled. First Review of applications March 4, 2022. Employees must pass pre-employment drug screen, background check, and Fireman's Physical. The City of Yankton is an Equal Opportunity Employer.



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**Position: Fire Chief**

**Location: Fire Station**

**Department/Division: Fire**

**Reports to: City Manager**

**FLSA: Exempt**

**Pay Range: 57**

### **Job Summary**

Under the direction of the City Manager, the Fire Chief is solution-oriented and performs complex administrative and operational work leading a combination volunteer and career firefighter organization. As part of senior staff, this position works cooperatively with others within the city government and community. Provides leadership and builds trust through honesty, understanding, and collaboration. The Oversees emergency scene operations as well as planning, coordinating, and supervising all activities of the department.

### **Essential Job Functions**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.

- Manages and directs Fire Department activities of all paid and volunteer firefighters, establishes suitable policies and procedures, and ensures the highest state of readiness at all times.
- Supervises and administers the Fire Department, including fire prevention, inspection, training, and response in an urban and rural interface.
- Develops and administers the Fire Department operational budget and Capital Improvement Plan. Seeks and applies for grants, alternative funding, and other innovative financing opportunities.
- Ensures that all volunteer and career firefighters are properly trained in firefighting, technical rescue, hazardous materials emergency control, disaster response, and incident command.
- Interacts and collaborates with associate agencies with mutual aid agreements.
- Collaborates with the State Fire Marshal, EMS Director, Emergency 911 Communications Director, Sheriff, Emergency Management, and Police Chief to assure close cooperation and mutual support.
- Participates with other city staff in problem-solving teams and committees and carries out projects and other duties as directed by the City Manager.
- Maintains the highest insurance industry public fire protection classification attainable with the resources provided.
- Trains and develops volunteer and career staff in management and leadership, conflict resolution, customer service, public education, and related subjects.
- Coordinates local FEMA, Homeland Security, and emergency plans
- Evaluates department objectives and plans future goals.
- Responsible for the readiness, proper condition, and scheduled replacement or maintenance of fire equipment and apparatus.

- Perform other related work as assigned by the City Manager and ensure compliance with policy directives, resolutions, and ordinances approved by the City Commission, South Dakota Codified Law, and Federal Regulations.
- Responsible for fire inspection program in coordination with Building Official and Fire Marshall.
- Oversees adoption and administration of fire code.

### **Minimum Qualifications**

- Degree in Fire Science/Fire Administration
- Direct related experience including supervisory experience
- South Dakota Firefighter certification
- Firefighter Instruction certification
- National Incident Management Training
- First Responder Training

### **Driver's License Requirement:**

  X   Essential

### **Additional Requirements:**

- Must reside within the City of Yankton City limits.
- Responsible for and share on-call time including evenings, weekends, and holidays.

Pre-employment screenings may include but are not limited to, the following: drug screen, written exam, references, physical exam/job function test, and full criminal background.

### **Knowledge, Skills, Abilities**

- Ability to lead, influence, motivate and evaluate direct and indirect subordinate career and volunteer firefighters formally and informally.
- Ability to rapidly acquire working knowledge of modern approved principles, practices, and procedures of firefighting in an urban and rural interface.
- Ability to supervise, organize, schedule, assign, direct, train, review, and evaluate the work of assigned career and volunteer firefighters.
- Strong technology and computer skills including but not limited to Outlook, Excel, Word, payroll software, emergency and first responder software, payroll software, State and Federal grant portals and other web-based programs.
- Ability to reason logically and make sound decisions in emergency situations.
- Ability to operate fire apparatus and equipment and train individuals on safe operations thereof.
- Knowledge of effective methods of administration and supervision of personnel, fire service command, policies and procedures, city ordinances, and state and federal fire codes.
- Knowledge of techniques of prevention, suppression, and investigation concerning fires.
- Ability to develop and implement fire-related policies and procedures.
- Ability to understand and carry out oral and written instructions.
- Ability to deal with those requesting or requiring fire services in a prompt and courteous manner.
- Maintain physical condition necessary to perform official duties and day-to-day operations and to operate job-related equipment.
- Ability to understand, operate, and program response radios and apparatus technology.

- Knowledge of supervisory practices and principles and sound independent judgment and discretion in the exercise of administrative and supervisory responsibilities and effective recommendations.
- Ability to establish relationships and communicate with subordinates, peers, volunteers, the City Manager, City Commission, and the Community.
- Superb communication skills both oral and written.

### **Physical Demand Summary**

*Physical Demands:* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to speak clearly and hear in noisy environments, especially radio and cell phone communications.
2. Ability to sit and use hands and fingers, handle, or feel.
3. Ability to stand; walk reach with hands and arms; and stoop, kneel crouch, or crawl, lift and move up to 50 pounds.
4. Ability to see clearly up close and far away, use peripheral vision, adjust focus and recognize colors.
5. Ability to climb ladders, use breathing apparatus, swing heavy tools, control fire hoses, and perform fire rescue tasks with and without assistance.