

**CITY OF SOUTH SALT LAKE  
POSITION DESCRIPTION**

Position Description: Fire Chief  
Department: Fire  
Position Grade: 25  
Supervisor: Mayor  
FLSA Status: Exempt

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**POSITION SUMMARY**

The Fire Chief works under the direction of the Mayor; directs all functions of the City Fire Department.

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**ESSENTIAL RESPONSIBILITIES AND DUTIES**

1. Supervises either directly or indirectly all department personnel. Directs department personnel, evaluation, training and operational activities.
  2. Establishes department policies, implements Mayor's policy directives, develops organizational structure, lines of authority, initiates fire prevention plan and plan review.
  3. Coordinates preparation of fire department budget. Approves department expenditures.
  4. Provides elected and appointed officials, planning and zoning commissioners, city Board of Adjustment officials, community officials and business representatives information on fire department activities.
  5. Enforces building, fire, electrical, life safety and National Fire Prevention Association codes. Coordinates building inspections, inspects gas tank installations and conducts fire prevention seminars.
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**POSITION REQUIREMENTS**

1. Knowledge of uniform fire prevention procedures, building and fire codes.
2. Knowledge of City administration, budgeting, planning and control procedures.
3. Knowledge of firefighting procedures and techniques.
4. Knowledge of fire department programs and reporting systems.
5. Skill in public administration, organization and training procedures.
6. Ability to work under extremely dangerous physical conditions and periods of mental duress.
7. Ability to supervise and motivate subordinate fire prevention personnel.

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**MINIMUM QUALIFICATIONS**

Demonstrated advanced firefighting skills and administrative abilities validated through previous training and experience at the level of captain or higher.

Approved: \_\_\_\_\_

Effective Date: July 1, 1999 (grade change)

Revision History: 1990