

RESOLUTION 2026-26

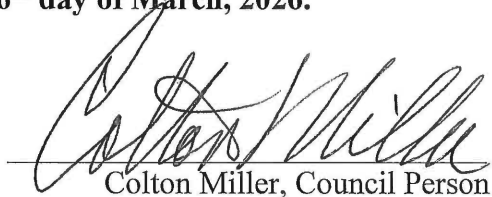
RESOLUTION APPROVING THE FIRE CHIEF JOB DESCRIPTION AND APPROVAL OF THE PAY SCALE FOR THE POSITION.

WHEREAS, the City Council of the City of West Branch, Iowa is preparing to hire a Fire Chief and define the job duties associated with the position. And;

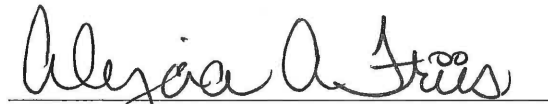
WHEREAS, it is now time to post the position for hire and training/transition with the current Fire Chief.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the Fire Chief job description and pay scale attached as Exhibit A. **BE IT FURTHER RESOLVED**, that the City Clerk be directed to post the application and job information for collection of candidates.

Passed and approved this 16th day of March, 2026.


Colton Miller, Council Person
appointed by the Mayor

ATTEST:


Alycia Friis, City Clerk



Identification:

Position Title: FIRE CHIEF
Department: FIRE DEPARTMENT
Immediate Supervisor: CITY ADMINISTRATOR
Classification: FULL-TIME, EXEMPT

Overview

Under the general direction of the City Administrator, the Fire Chief is responsible for the day-to-day operations of the Fire Department. The Chief provides vision, direction, leadership and management oversight for all activities and services including fire/rescue operations and prevention, emergency medical response, training and safety procedures, records and financial management, apparatus, equipment and personnel management. The Chief performs duties of department personnel including but not limited to firefighting, medical calls and other supervisory and support duties as required.

Essential Job Duties and Responsibilities

1. Plans, directs and reviews day-to-day activities of all Fire Department personnel.
2. Establishes all policies, procedures and regulations for firefighting, emergency, operational and prevention standards in compliance with all applicable laws and regulations.
3. Develops and makes recommendations regarding all fire code regulations.
4. Responsible for identifying, pursuing, and administering grant opportunities related to fire services, emergency management, equipment, training, and capital improvements. This includes researching funding sources, preparing and submitting grant applications, coordinating required documentation, ensuring compliance with grant requirements, and managing reporting obligations in collaboration with city administration.
5. Supervises and directs the implementation of goals, objectives and plans of the Fire Department.
6. Evaluates work conditions in the department and takes necessary action to improve fire and other emergency operations.
7. Updates the City Administrator on a regular basis regarding department operations, including any present or potential problems, and makes suggestions for new or improved ways of addressing such issues.
8. Plans, develops, conducts and supervises departmental in-service training.

9. Plans and directs public education, fire prevention and community risk reduction programs.
10. Performs various public relations functions including contact with the media, public, private organizations, schools, area fire departments and state and national organizations.
11. Prepares an annual budget for consideration by the City Administrator, including asset management, surplus management, working with township agreements.
12. Analyzes budgetary matters within the department and controls expenditures of all departmental funds.
13. Assists in the preparation of bids on major equipment purchases and makes recommendations to the City Administrator on Capital Improvement Program purchases including apparatus, equipment, advancements in technology, new stations, etc.
14. Supervises the inspections of buildings and other properties for fire hazards.
15. Inspects and assists the City Administrator in nuisances related to fire hazards, such as flammable materials, vegetation, and others.
16. Enforces fire prevention regulations and works to attain abatement of fire hazards.
17. Supervises the operations of the fire suppression program and coordinates activities with Cedar County and Johnson County fire officials.
18. Supervises the operations of the emergency medical services program and coordinates activities with local ambulance services and hospitals.
19. Responds to major fire emergencies and larger scale emergencies and exercises overall supervision at the scene, including night time.
20. Works with federal, state and local law enforcement agencies in the investigation into the cause, origin and circumstance of fires.
21. Oversees the maintenance of department records and prepare reports for the City Administrator and City Council as required.
22. Works with the City Administrator to address the various aspects of human resource/personnel administration within the department, including recruitment and hiring, retention, promotion, discipline including termination, grievance procedures and training and staff development.
23. Conducts performance evaluations of personnel under the Chief's direct supervision, reviews performance evaluations of all other department personnel.
24. Conducts briefings with staff officers to review initiatives and discuss staff activities.
25. Attends meetings, conferences, workshops and seminars and reviews publications and audio-visual materials to remain up to date on the current principles, practices and developments within assigned departmental areas.
26. Attends City Council, staff and other meetings as required; serves on committees, boards and agencies related to fire service.
27. Participates and may coordinate community celebrations and events such as parades, Hoover Hometown Days, school medaling, and others. Oversees the West Branch Fire Department's role in event planning, coordination, and on-site operations to ensure public safety, positive community engagement, and effective interdepartmental collaboration.
28. Responds to citizens' questions and comments in a courteous and timely manner.
29. Performs other related duties as assigned.

Qualifications

Position requires five (5) years of experience in fire, rescue, and EMS management or any combination of education and experience which would provide the necessary knowledge, skills and abilities needed to perform the duties of this position. Experience working with volunteer fire fighters is required. Graduate of the NFA Executive Fire Officer Program, and Chief Fire Officer designation through the Centers for Public Safety Excellence are preferred. Must possess or can attain the following certifications:

- Firefighter I
- Haz-Mat Operations
- Firefighter II
- EMT
- Fire Officer I
- Fire Instructor I
- Iowa Driver's License

Must reside within twenty (20) miles of the West Branch corporate city limits.

Other Duties and Responsibilities:

1. Possess skills and experience in fire service management and in working with a volunteer department.
2. Value diversity, respect differing views and opinions, understand the process of consensus-building and can provide professional recommendations.
3. Be goal oriented and can anticipate problems and barriers and devise ways to work around or through them.
4. Be a motivator and a leader and be candid and willing to advise the City Administrator in an honest and forthright fashion.
5. Present well to a wide range of audiences and be comfortable representing the department and the City to an engaged community.
6. Interact well with other governing bodies and act in a positive fashion with local businesses and other local officials.
7. Have comprehensive knowledge of the principles and practices of fire department business management, including strategic planning, budgeting, personnel administration and homeland security initiatives.
8. Possess knowledge of current applicable federal, state, and local laws, rules and regulations for emergency response management and operations and station location principles, practices and techniques.
9. Possess the ability to plan, organize and manage fire operational and administrative projects; to plan, develop and evaluate purchasing specifications; to read and interpret blueprints and specifications; to prepare accurate and reliable reports containing findings, conclusions and recommendations; to operate a computer using standard word processing, spreadsheets, database applications and fire service software.
10. Be experienced in working and interacting with the public, self-motivated, organized and outgoing.
11. Be flexible and innovative and can recognize problems or concerns outside of the department and analyze these problems and issues.

12. Work as a part of the City management team, or when necessary, work independently to solve problems, resolve issues or create new or innovative ways to deliver services to the residents of the City.
13. Work to conserve materials and effectively manage personnel and City resources.
14. Possess the ability to communicate clearly and concisely both orally and in writing and can effectively delegate work to subordinates.
15. Establish and maintain effective working relationships with superiors, peers and subordinates and representatives from other agencies, vendors, contractors and the public.
16. Can plan, organize, prioritize and evaluate the work of department staff and the ability to recognize training and educational needs and to develop and implement effective training programs.

Physical and Environmental Conditions

The workday for this position is normal business hours; however, the position requires non-regular working hours as well, and the ability to be available for all off-hour emergencies. Firefighting is hazardous work involving the risk of injury or death. The Chief may be required to work in dangerous settings and situations and must have the ability to remain calm and deliberate. Required physical activities include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, and repetitive motions. The Chief is required to participate in the Department's Physical Fitness Program.

Frequent use of physical strength requires moving, lifting, pushing, carrying and pulling objects weighing up to 30 pounds. Reaching with hands and arms, and occasionally lifting, pushing, and carrying or pulling moderately heavy objects (30-50 pounds). Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required.

Environmental conditions include work performed inside or outside and include being exposed to cold, heat, noise, vibration, mechanical hazards, and electrical hazards, atmospheric conditions that affect the respiratory system, oils, and the use of Self-Contained Breathing Apparatus. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position.

Job Description Proposed by City Administrator
& Fire Department Committee: February 20,
2026 Subject to approval by the City Council.