



FIRE CHIEF

UNION CITY FIRE DEPARTMENT



Union City, Tennessee

Position Profile – Fire Chief

Introduction

Union City, Tennessee is accepting applications for Fire Chief now through September 30, 2020.



Union City is the county seat of Obion County located in Northwest Tennessee. The 2010 census reported the population of the City as 10,895. Union City is the principal city of the surrounding micropolitan area, which includes Obion County and Fulton County, Kentucky. Union City is home to Discovery Park America, a world-renowned encyclopedic museum with many exhibits pertaining to local history, as well as state, national, world history, science, technology and art.

In 1852, George Gibbs gave Union City its name because of the “union” (intersection) of two railroads; the Nashville and Northwestern Railroad with the Mobile and Ohio Railroad. Today, Union City is directly served by the Canadian National (CN) Railroad, the only rail carrier in the US that provides coast to coast service from the Atlantic to the Pacific as well as Canada to the Gulf Coast.



Union City serves as the Regional Trade Center for northwest Tennessee and Southwest Kentucky. The City is centrally located relevant to US population centers and is 140 miles north of Memphis and 175 miles west of Nashville.



Union City still honors its past. In the heart of the City, you will find the renovated Capitol Theatre, the Obion County Museum and the Church Street Railroad Depot. There are numerous restaurants, antique shops, specialty shops and clothing stores.

Equal Opportunity Employer

City Governance



Union City, Tennessee is a Modified City Manager-Council form of Government; one of only two municipalities within the State of Tennessee to have adopted this type of charter. A copy of this charter can be viewed in its entirety at <http://www.mtas.tennessee.edu>. A copy of the municipal code can be viewed at the same site as well. The City council is made up of seven members representing five Wards and two members serving at large. Council members serve a term of four years staggering every two years with Wards 2,3,5 and one seat at-large and Wards 1 and 4 and one member at-large seat. The City Mayor is a Council member appointed by fellow Council members, serving a two-year term following each Council election.

City Council is the Legislative branch of Union City. They are responsible for the adoption of all ordinances, resolutions, and policies. The Mayor serves as Chairman of all Council meetings and is the ceremonial representative of the City. A City Manager is appointed by the City Council to carry out the day to day operations of the City in accordance with the ordinances, resolutions and policies adopted by the council. Council meetings are held in Council Chambers of City Hall at 5:30 p.m. every first and third Tuesday of each month. City Hall is located at 408 S. Depot Street, Union City, Tennessee 38261. The public is welcome and encouraged to attend all meetings. If special accommodations are needed to fully participate in any City meeting, individuals can contact City Hall at 731.885.1341 for special assistance.



Union City Fire Department

The Union City Fire Department is in Union City, Tennessee (population 10,895) in Obion County; upper Northwest Tennessee. In addition to the municipal population, the Fire Department serves an additional 1,800 businesses and households in a rural service area. The total population of the coverage area is approximately 17,176. The Fire Department has mutual aid agreements with 21 fire departments in Tennessee and Kentucky, as well as Automatic Aid with all fire departments in the county for all structure fires outside of any city or town limits. Union City Fire Department is the only fully paid department of all the mutual and automatic aid partners in the region. More information about the department is available at the following link:

<https://www.ucfdtn.com>



The Union City Fire Department is managed by the Chief and two staff personnel. Fire suppression is managed by three Captains and 24-line firefighters serving the community around the clock every day. A Captain oversees the shift and Lieutenants oversee the stations. The duty shift is 24 hours on duty and 48 hours off duty. Union City fire apparatus includes five Engines, one 100' Aerial Platform, one 2,250-gallon vacuum tanker, a rescue truck, a Haz-Mat trailer, and a brush truck as well as a couple of utility vehicles. The Fire Department maintains an ISO Class 4 rating. There are two fire stations providing fire, rescue and emergency medical first responder service to the community. The Department covers 11 city square miles and provides rural fire protection by subscription for a rural area consisting of 110 square miles.



Job Description

PURPOSE OF JOB

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the City's Fire Department including fire suppression and prevention, emergency medical services, disaster responses, general community support services, and related support services; coordinates assigned activities with other departments and outside agencies; acts as a member of the City Manager's management team; and provides highly responsible and complex administrative support to the City Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for all Fire Department services and activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
2. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

3. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
4. Plan, direct, and coordinate, through subordinate level staff, the Fire Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; ensure that staff work in a safe and efficient manner, following regulations and other legal requirements; and meet with key staff to identify and resolve problems.
5. Recommends (City Manager hires), train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; supervise staff, including the provision of timely performance evaluations; initiate internal investigations when appropriate and implement corrective action or implement discipline, as needed, up to and including termination procedures.
6. Oversee and participate in the development and administration of the Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
7. Oversee the acquisition and maintenance of Department equipment and vehicles; maintain safety standards for personnel and equipment.
8. Reports to the City Manager; prepare and present staff reports and other necessary correspondence; attend City Council and other meetings as required.
9. Represent the Fire Department to other departments, elected officials, outside agencies, boards, commissions, professional groups and committees; coordinate assigned activities; and ensure responsive, appropriate service delivery.
10. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of fire suppression, fire prevention, EMS and related support services; incorporate new developments as appropriate.
11. Respond to and command fire emergencies or community disasters, as needed; direct and coordinate emergency preparedness and disaster planning and response.
12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Modern principles, practices, operations, services, and activities of a comprehensive municipal fire program.

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention and fire investigation.
- Principles and practices of disaster preparedness, response, and recovery.
- Use and maintenance of fire apparatus and equipment.
- Methods and techniques of effective public relations.
- Principles and practices of municipal organization, administration, and personnel management.
- Pertinent federal, state, and local laws, codes and regulations including TOSHA/OSHA regulations.
- Principles and practices of municipal organization, administration, personnel management, and labor relations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, performance evaluation, and progressive discipline.
- The Insurance Service Office (ISO) Fire Suppression Rating Schedule.
- Modern office procedures and methods, including computer equipment, word processing, spreadsheet, database and other specialized software applications, internet, electronic communication usage and methods and fire computer systems and protocols.

Ability to:

- Define problems, collect data, establish facts and probabilities, and draw valid conclusions.
- To assess situations, exercise sound judgement, and take appropriate actions while being aware of standard operating procedures, guidelines and NFPA standards.
- Effectively formulate, organize and administer sound departmental policy in the areas of fire administration, fire suppression, fire prevention, disaster preparedness, and associated programs, services, and operations.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work staff.
- Delegate authority and accountability.
- Hire, supervise, train, and evaluate staff.
- Provide mentoring, counseling, and peer assistance to encourage the intellectual growth of all personnel.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer departmental budget.
- Interpret, apply and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Retain presence of mind and act quickly and calmly in emergency situations.
- Effectively use specialized fire tools and equipment including safety equipment.
- Effectively present information and respond to questions from staff, management and the general public.

- Gain cooperation through discussion and persuasion.
- Mediate and resolve conflicts.
- Demonstrate tact and diplomacy.
- Communicate clearly and concisely, both orally and in writing.
- Operate modern office equipment and computers including applicable software.
- Meet the physical requirements necessary to safely and effectively perform assigned duties.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

High School Diploma or GED

Experience:

Seven (7) years fulltime as a Captain or a Chief Officer in the fire service.

License or Certificate:

- Possession of an appropriate, valid driver's license.
- Possession of TN Firefighter I & II, Fire Instructor I, Fire Officer I certifications and CCIO courses from the NFA. Will be required to complete Fire Inspector I in the first year of employment and Fire Officer II the second year of employment as Fire Chief.
- Possession of valid CPR certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment:

Work is performed in a standard office setting with some travel to various locations to attend meetings or inspect, supervise and/or perform department activities in responding to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate but may be very loud due to siren, etc.; occasionally wear protective and safety apparel and equipment; incumbents may be required to work extended hours including evenings and weekend and may be required to travel outside City boundaries to attend meetings; subject to emergency call out at any time.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting and to participate in emergency response situations, operate emergency equipment and perform related duties; to walk, stand, or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard; to operate a vehicle to travel to various locations; to operate and use specialized vehicles and equipment; must be able to wear and use SCBA and pass an annual OSHA required fit test; to lift heavy equipment as needed in an emergency situation; and to verbally communicate to exchange information; maintain required physical abilities to adequately operate vehicles and equipment; read instructions and follow directions, read maps and small print, detect subtle shades of color, hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person at distances of up to 50 feet; and detect unusual sounds, voice volume and speech clarity to command during an emergency.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

RESIDENTIAL REQUIREMENTS

There are no residential requirements.

FLSA Status: Exempt

How to Apply and Employee Benefits

All interested applicants should print and complete an Application for Employment. Copy and paste this link into your browser: <http://www.unioncitytn.gov/docs/ucApplication.pdf>

Please scan and email the completed application and any supporting documents to personnel@unioncitytn.gov

Applicants can also mail their completed application and documents to:

Amanda Darnall, Personnel Administrator
City of Union City
408 S. Depot St.
Union City, TN 38261

This job posting will be accepting applications from September 1, 2020 – September 30, 2020. **Applications will not be accepted after September 30, 2020.**

Testing and interview dates for the Union City Fire Chief will be October 15 -16, 2020 in Union City. Details will be sent to applicants selected to interview.

Equal Opportunity Employer

Reciprocity

Tennessee provides reciprocity with certifications bearing International Fire Service Accreditation Congress (IFSAC) or the National Board of Professional Qualifications (ProBoard) seals. Out-of-State candidates should contact the Commission to inquire about reciprocity. Information on reciprocity is available at this link:

<https://acadis-portal.tn.gov/AcadisViewer/WebForms/Public/UserDataCollector.aspx?ID=7640fa16-5faa-40a3-8f93-8949291132b6>

All questions on reciprocity should be directed to the Commission.

The Union City Fire Chief will be eligible for a comprehensive benefits package. The Fire Chief will receive:

- Salary: \$50,814 - \$71,489 annual, depending on qualifications.
- Medical provided to employee.
- Dental & Vision Insurance optional for employee.
- Life Insurance
- Accident, Critical Illness, Disability and Additional Life Insurance optional through AFLAC.
- Retirement – The City is participating employer of the Tennessee Consolidated Retirement System (TCRS). All full-time employees must participate in TCRS and contribute 5% of their gross monthly salary.
- 2 weeks of paid vacation per year.
- Full-time employees accrue one sick day per month up to a maximum of 720 hours.

