



The City of Ogdensburg is
recruiting for the position of:

Fire Chief

Final Filing Date:

OPEN UNTIL FILLED



330 Ford Street / Ogdensburg, NY 13669 / 315-393-6100

City of Ogdensburg Employment Opportunity

Position: Fire Chief

Open Until Filled

Located in Northern New York on the St. Lawrence River in close proximity to the Adirondack Mountains, Fort Drum and Lake Placid, the Ogdensburg Fire Department is a full time, career fire and emergency medical services department that services the City of Ogdensburg. The City is a major shipping port for the Great Lakes and is located approximately one hour from the Canadian Capital City of Ottawa, two hours from Montreal, Canada and two hours from Syracuse, New York. For more details about Ogdensburg, visit our website at <http://www.ogdensburg.org/>

The City of Ogdensburg is governed by an elected seven-member City Council. The Ogdensburg Fire Department is financed through property taxes, sales tax and grants. The Ogdensburg Fire Department currently employs 17 full-time personnel (1 – Chief, 4 Captains, 12 – Firefighters). The department provides all-risk emergency services from one fire station, engine staffed 24/7/365.

The Ogdensburg Fire Department is seeking a highly energetic, innovative and reality-based leader for the position of Fire Chief. The successful candidate must possess a unique combination of knowledge, experience, skills and abilities suited for the City's administrative and operational needs. This is an exempt, civil service position that reports to the City Manager.

The primary role of the Fire Chief is to administer, plan, organize and supervise the delivery of fire and emergency medical services within the City. The Fire Chief reports directly to the City Manager and carries out the policies and directives set forth by the City Council. It is crucial that the Fire Chief have experience, knowledge and expertise in a wide variety of operational disciplines with emphasis on emergency medical services and emergency management. They must be committed to cultivating and maintaining a positive public image by meeting with citizen groups, promoting good public relations and understand the importance of providing value added services.

The Fire Chief has full supervisory and command authority over all Fire Department personnel, operations, training, equipment, fire investigations/inspections, including fire/public safety education, fire protection, fire extinguishment, emergency medical services, etc. The Fire Chief is responsible for analyzing, preparing and supervising the administration of the Fire Department budget.



Qualifications and Experience

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and ten (10) years of full-time paid experience as a Firefighter and five (5) years of which shall have been in a career fire & emergency services organization as a Deputy Fire Chief, Assistant Fire Chief or Battalion Chief (SEE NOTE BELOW TO EQUATE VOLUNTEER EXPERIENCE TO PAID EXPERIENCE); **OR**
- B. Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and twelve (12) years of full-time paid experience as a Firefighter and five (5) years of which shall have been in a career fire & emergency services organization as a Deputy Fire Chief, Assistant Fire Chief or Battalion Chief (SEE NOTE BELOW TO EQUATE VOLUNTEER EXPERIENCE TO PAID EXPERIENCE).

NOTE: Volunteer experience will be allowed to be substituted for paid work experience as long as the volunteer experience is equivalent in nature to the paid work experience required for the position. Equivalent volunteer service shall be defined as actual time spent in emergency medical services training, attending official departmental functions excluding fund-raising, sporting and social events, or in responding to emergency situations as a member of an emergency services department. Said time must be equivalent in quantity to that of full time paid experience (based upon a 40 hour week) and must be verified by the submission of copies of official department documents or a letter from the department chief substantiated by official department documents.

Special Requirements: Possession of a valid NYS Driver's License and maintain during the entire term of employment.

Certification Requirements (Must Have At Time of Appointment):

1. Possess National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications;
2. Maintain fitness standards in compliance with OSHA 29 CFR 1910.134 Respiratory Protection Standard, 29 CFR 1910.156 Fire Brigade Standard and any established by the Authority Having Jurisdiction (AHJ).

3. **The following education and experience may be substituted for NFPA 1021 Fire Officer 3 Certification, upon the approval of the State Fire Administrator:**
 - (a) NYS Supervisory Level I certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer I certification) and 10 more years of service as fire chief in a civil service position; or
 - (b) Possess National Certification as a Fire Officer 2, pursuant to NFPA 1021; and
 - i. 10 or more years of progressive supervisory responsibility in the field of fire or emergency services and 60 college credits; or
 - ii. 5 or more years of progressive supervisory responsibility in the field of fire or emergency services and 120 college credits; or
 - iii. 5 or more years of service as fire chief, in a civil service position; or
 - iv. 5 or more years of service as a chief officer (Assistant Chief, Battalion Chief, Deputy Chief) in a civil service position and completion of the National Fire Academy, Executive Fire Office Program or the Center for Public Safety Excellence, Chief Fire Officer designation.

This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.

Examples of Essential Duties and Responsibilities

This list is not intended to encompass all the duties relative to this position.

1. Directs, coordinates and supervises the activities of Fire Department personnel to include: budget preparation and control, public relations, personnel management, training, safety programs, physical fitness, emergency situations, fire prevention, EMT activities. The position is also responsible for oversight of facility maintenance, vehicle maintenance, EMS operations, and inventory control; analyzes problems and makes independent decisions affecting Departmental operations; implements and oversees operational changes.
2. Administers, plans, organizes, and supervises operations of the Fire Department.
3. Carries out directives issued by the City Manager and develops and maintains standard operating procedures.
4. Responds to emergencies as required.
5. Confers with the various committees of the City Council on City policy, long range planning and coordination of activities with other fire districts and public agencies.
6. Analyzes, prepares and supervises the administration of the Fire Department budget. Monitors and controls the expenditure of funds; orders supplies and equipment.
7. Prepares City Council meeting reports and materials for City Manager and City Council review.
8. Directs the selection, hiring, evaluation and promotion of Fire Department personnel.
9. Provides direct supervision over subordinate fire service personnel; recommends and implements disciplinary actions; helps resolve difficult personnel issues; completes work performance evaluations for subordinate employees.

10. Meets with citizen groups, promotes and fosters good public relations and a positive public image.
11. Attends workshops and seminars to keep abreast of modern practices in the delivery of fire and ambulance services and legislative issues.
12. Develops automatic and mutual aid agreements.
13. Formulates and recommends policies for City Manager and City Council review and consideration.
14. Develops and maintains a resource network of fire service professionals and attends meetings of local and state fire service organizations.
15. Ability to develop and present complex reports orally and in writing; prepares and completes other documents, reports and correspondence as required.
16. Coordinates departmental activities with other departments and agencies; represents the Department at City Council meetings and other local community and County meetings; maintains effective public relations through contacts with the public.
17. Supervises and coordinates the tactical methodology used in resolving emergency and other situations; provides oversight and coordination of scheduling, selection and deployment of Fire and Rescue personnel; formulates plans and procedures. The incumbent must have thorough knowledge of geographic, climatic and structural characteristics of the assigned departmental response area; may command fire scene.
18. Responsible for the application and compliance of all applicable laws, codes, policies, procedures, rules, regulations, and standards; may recommend changes to improve efficiency.
19. Oversees drafting of specifications for emergency equipment and apparatus.
20. Assumes the on-call emergency response activities of the Department.
21. May drive emergency equipment if required. Assist in all operations necessary to ensure the confinement and extinguishment of fire or the elimination of other hazardous conditions.
22. Climb extension ladders and work from high places.
23. Work in confined spaces.
24. Lift and drag heavy objects.
25. Performs Fire Prevention Inspections as required.
26. Work in hazardous areas.
27. Participate and/or provide instruction in safety training classes and regularly scheduled drills/classes.



Application Process

If you are interested in pursuing this career opportunity, please submit the following required materials (forms available at <http://www.ogdensburg.org>):

- A cover letter expressing your interest in the Fire Chief's position.
- Completed and signed City of Ogdensburg Employment Application.
- A resume.
- Any certifications which demonstrate satisfaction of the requirements listed.



SALARY AND BENEFITS

Compensation: The hiring salary range is \$85,000 - \$94,000 based upon experience.

Retirement: Eligible for the New York State Retirement

Medical: Current City Medical Plan is 80/20 with Blue Cross Blue Shield

Vacation Leave: 10 – 16 days (negotiable)

Sick Leave: 15 days per year / 200 days maximum balance

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GENERAL INFORMATION

Please submit application and materials to:

City Clerk Cathy Jock
330 Ford Street, Room #4
Ogdensburg, NY 13669

The information contained herein is subject to change and does not constitute either an expressed or implied contract. At the time of appointment, a candidate must be a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship.

The City of Ogdensburg is an Equal Opportunity Employer.