



The South Davis Metro Fire Service Area seeks a professional fire service leader with operational and administrative expertise to serve as its next Fire Chief.

**Salary Range: \$137,698.00-\$203,443.00 (Anticipated lower range. DOQ)**

South Davis Metro Fire provides emergency and public services to the cities of Bountiful, Centerville, North Salt Lake, West Bountiful, Woods Cross, and the unincorporated areas of South Davis County. All these cities are in the south end of Davis County, bordering Salt Lake City. Our five fire stations are located strategically throughout our jurisdictional boundaries and are staffed 24/7/365 to provide all our citizens with the quickest response available. Our emergency services include fire, ambulance, paramedic, hazardous material, and technical rescue response. Our public services include fire prevention, public education, CERT, first aid and CPR classes, business inspections, fire investigations, and much more. We are a community fire department.

### **JOB SUMMARY**

Under the general administrative direction of the Board of Directors, this position plans, directs, manages, and oversees the activities and operations of the fire department including fire prevention, dispatch communications, emergency operations, and administration of budget, purchasing, and personnel. Coordinates with all involved cities and outside agencies. The work involved is performed in accordance with federal, state, and local laws, rules, and regulations, but requires the use of considerable independent judgment

**For additional department information and the job application packet, please visit [www.sdmetrofire.gov](http://www.sdmetrofire.gov)**

**\*Applicants should submit a *cover letter, resume, and application* to Nikki Thompson at [nthompson@sdmetrofire.gov](mailto:nthompson@sdmetrofire.gov) by 5:00 pm August 16th. If you have any questions, contact Nikki Thompson or Jessica Hardy at 801-677-2400. \***

**Applicants must be able to pass Job Simulation Test (JST)**

*The first review of applications will begin the week of  
August 19th*

## Fire Chief Job Description

### 1314.1 JOB TITLE

Fire Chief	FLSA Status: Exempt
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### 1314.2 JOB SUMMARY

Under the general administrative direction of the Board of Directors, this position plans, directs, manages and oversees the activities and operations of the fire department including fire prevention, dispatch communications, emergency operations and administration of budget, purchasing and personnel. Coordinates with all involved cities and outside agencies. The work involved is performed in accordance with federal, state and local laws, rules and regulations, but requires use of considerable independent judgment.

### 1314.3 ESSENTIAL DUTIES

- (a) Develops and implements fire department goals, objectives, policies, priorities and long and short term plans as necessary for the prevention and extinguishment of fires and protection of life and property. Reviews and evaluates work methods and procedures. Identifies opportunities for improvement. Plans, directs and implements change.
- (b) Within the guidelines of department policy, selects, appoints, coaches, counsels, trains, motivates, evaluates, comments, corrects and disciplines all subordinate officers and employees of the fire department as necessary and appropriate to create and maintain a harmonious and productive work environment. Establishes and maintains a personnel evaluation system to recognize and reward outstanding behavior, improve sub-standard behavior and eliminate unsatisfactory behavior.
- (c) Prepares annual fire department budget. Explains, justifies and defends budget through the approval process. Manages and approves expenditure of funds allocated to the department.
- (d) Manages and directs all fire department services and activities including administration, inspection, communications, fire prevention and emergency services. Approves and administers policies and procedures.
- (e) Maintains good working condition and operational readiness of all fire department buildings, grounds, apparatus, equipment, tools and supplies.
- (f) Represents the fire department to the public, elected officials, other governmental agencies and departments, fire service industry organizations and other outside agencies as necessary to promote the interests and to support the mission of the fire department.
- (g) Responds to major alarms and personally directs emergency operations at own discretion as indicated by the seriousness of the situation.

## *Fire Chief Job Description*

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### **1314.4 MINIMUM QUALIFICATIONS**

#### 1. Knowledge of:

- (a) Principles, practices, methods, techniques, operational characteristics, services and activities of modern fire prevention, fire operations and emergency medical services.
- (b) Methods and practices to analyze programs, policies and operational needs.
- (c) Principles and practices of program development and administration.
- (d) Principles and practices of government budget preparation, enactment, management and audit.
- (e) Principles of supervision, training and performance evaluation.
- (f) Pertinent federal, state and local laws, codes and regulations.

#### 2. Ability to:

- (a) Plan, organize, direct and coordinate the work of executives, managers and employees.
- (b) Select, train and evaluate staff.
- (c) Delegate authority and responsibility.
- (d) Identify and respond to community and Fire Agency board issues, concerns and needs.
- (e) Develop and administer departmental goals, objectives and procedures.
- (f) Plan, direct, and review fire operation, fire and life safety code compliance, emergency medical service, and hazardous materials emergency operations and activities.
- (g) Prepare clear and concise administrative and financial reports.
- (h) Prepare and administer complex budgets.
- (i) Act quickly and calmly in emergencies.
- (j) Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- (k) Research, analyze and evaluate new service delivery methods, practices and techniques.
- (l) Interpret and apply federal, state and local laws, regulations, policies and procedures.
- (m) Communicate clearly and concisely, both orally and in writing.
- (n) Establish and maintain effective working relationships with those contacted in the course of work.
- (o) Maintain physical condition to perform essential duties as specified by firefighter certification.

#### 3. Experience and Training:

- (a) Possession of, or ability to obtain, a valid Utah driver's license.

# South Davis Metro Fire

## Fire Policy Manual

### *Fire Chief Job Description*

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- (b) Certified IFSAC or ProBoard Firefighter II.
- (c) Certified EMT.
- (d) Certified Wildland Firefighter I
- (e) Possess Bachelor's degree in an appropriate field or equivalent course work in Fire Science, Fire Administration, or Business Management.
- (f) Master's degree or Executive Fire Officers (EFO) preferred.
- (g) Ten years of broad and increasingly responsible fire operations, emergency medical and related experience, including a minimum of five years of administrative and supervisory experience at a captain's level or above.
- (h) Meet the requirements of the Wellness and Fitness Program

#### 4. Work Environment:

- (a) Considerable exposure to stressful situations as a result of human behavior while responding to emergency and non-emergency situations.
- (b) Strenuous and moderately heavy physical activity may be required.
- (c) May be required to stand, walk, crawl or sit in uncomfortable positions for extended periods of time.
- (d) Exposure to disagreeable elements such as cold, dampness, heat from flame and burning materials, toxic fumes, smoke and noise during the course of emergency operations.
- (e) Potential exposure to infectious diseases.
- (f) Potential exposure to extreme weather conditions.
- (g) Unconventional working hours. During prolonged emergency operations, may be required to work without sleep for extended periods.

#### **1314.5 DISCLAIMER**

**NOTE:** 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 duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

## Appendix B

### Physical Fitness Test Job Related Simulated Test (JST)

This simulation is representative of a firefighter's job-related physical tasks; therefore, the test will represent underlying physical conditioning levels needed to perform these duties. This is a cumulative timed event. All tasks are run consecutively through a course format and the cumulative time is recorded for the entire test.

The firefighter may not walk faster than a protocol pace (work like) during the test, no jogging will be permitted. The firefighter will be accompanied by a PFC acting as proctor during the entire test.

The Job Task Simulated Test will consist of the following 10 activities and the minimum passing cumulative time will be **19 minutes and 00 seconds**. All firefighters will complete the test wearing full turnouts and an SCBA (no mask) and there will be an option of two helmets; structural or wild land. Candidates for employment are not required to wear turnout pants or boots.

Baseline vitals will be taken on all participants prior to beginning the testing process. Those vitals will be recorded on the form in **Appendix F**.

#### 1. Initial Walk

The firefighter will begin by walking at a work like pace from Station 81's most Northwest bay door to the sidewalk in front of the fire station. Continue walking South to 300 South; then East on 300 South to the Southeast corner of the rear parking lot of the station.

#### 2. Ventilation

Using a 9 lb. sledgehammer, the firefighter will begin striking the sled where directed. The sled will have to move the required distance (half the distance of the platform) where the firefighter will be directed to stop. This exercise simulates trenching or using an axe for cutting ventilation holes in a structure's roof.

#### 3. High Rise Stair Climb

The firefighter will walk at a work like pace through the man door in the East Stairway. At the base of the stairs the firefighter will shoulder a 100' section of 1-3/4 hose and then climb to the top of the stairs. Upon reaching the top landing the firefighter will drop the hose and proceed up the ladder to the equipment hoist. The firefighter is to touch every step going both up and down with one hand on the rail for stability.

#### 4. Equipment Hoist

The firefighter will climb the stairs to the top landing and then proceed up the ladder to the roof area. They will then pull a rope using a hand over hand method which will raise a 50' section of 1-3/4 hose. Once the hose roll reaches the top of the wall, the firefighter will lower the hose to the ground in a controlled manner, again using 18

the hand over hand method. The firefighter will descend the ladder and shoulder the hose. The firefighter will return down the stairs to the ground floor. Upon reaching the ground level the firefighter will place the hose on the floor.

**5. Equipment Carry / Hydrant**

Outside the stairwell the firefighter will pick up the hydrant bag containing one 511 gate valve and a hydrant wrench and will carry the bag south across parking lot to the training hydrant. The firefighter will fully open and then close the hydrant, this will take approximately 24 turns in each direction. The hydrant caps will not have to be removed. Leaving the tools there the firefighter will then proceed to the ladder raise as directed.

**6. Ladder Raise**

The firefighter will pick up the tip of the 24' ladder and raise it hand over hand above the head until the ladder is flat against the wall. The firefighter will then walk back, lowering the ladder hand over hand until it reaches the ground. The butt of the ladder will be placed against the wall of the building and should remain there during this task. The firefighter will then proceed to the hose drag area.

**7. Hose Drag**

The firefighter will drag 150' of charged 1-3/4" hose from the station bay door East, across the parking lot, 100'. The drag will continue to the South, towards the sidewalk another 50'. When directed the firefighter will open and then close the nozzle before placing the nozzle on the ground. The firefighter will then proceed to the tool crawl area.

**8. Tool Crawl**

The firefighter will enter the bay door near the stair tower where they will pick up the tool (a halligan and axe combo). They will crawl with the combo tool 75' using a right hand search method near the wall until they reach the phone shelf near the front of the station. Do not enter into the turnout room. Leave the tool as directed and walk to the Southeast corner of the back parking lot for the victim rescue.

**9. Victim Rescue**

The firefighter will pick up the victim dummy and drag it 100 feet North across the parking lot towards the tennis courts. The victim dummy can be dragged however the firefighter feels is most convenient and efficient. The leg muscles should be used to lift and drag the victim dummy, rather than bending over and using back muscles. The firefighter will walk through the Northeast bay door to the pike pole simulator on the South bay wall.

**10. Ceiling Breach and Pull**

Using the short pike pole the firefighter will push up the weighted ceiling door prop 10 times. The firefighter will then move the pike pole to the pull down hook on the prop and will fully pull this prop 10 times. This exercise will be repeated three (3) times.

The entire simulation will end at this time as directed.



South Davis Metro Fire Service Area

P.O. Box 1547 84011  
255 S. 100 W. Bountiful, UT 84010

remit to: [nthompson@sdmetrofire.gov](mailto:nthompson@sdmetrofire.gov)

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever been discharged or forced to resign from a position? Yes  No

If yes, explain: \_\_\_\_\_

Have you ever been convicted of violating any law, other than a minor traffic violation?

Yes  No

If yes, explain: \_\_\_\_\_

Are you a U.S. citizen or do you have a legal right to work in the United States? Yes  No

How did you hear about our job opening? \_\_\_\_\_

Are you related to anyone currently working for South Davis Metro? Yes  No

If yes, explain: \_\_\_\_\_

Do you possess a valid driver's license? Yes  No  Driver's License # \_\_\_\_\_

Are you claiming Veterans Preference? Yes  No

**\*ENGLISH MUST BE PRIMARY LANGUAGE\***

Do you speak any other foreign language? \_\_\_\_\_

## EDUCATION

	School Name & Address	Yrs Completed	Diploma/Degree/ Certification
High School	_____	_____	_____
College	_____	_____	_____
Vocational/Technical	_____	_____	_____
Other Education/Licenses/ Certifications/Training (e.g. FF, EMT, Hazmat)	_____	_____	_____

Beginning with present or most recent experience, account for all employment during THE LAST 10 YEARS. If you wish to elaborate on your experience, a supplemental sheet or resume may be attached, but this section must be completed. Include military service, if applicable. Also include non-paid (volunteer type) employment.

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_  
Supervisor's Name and Job Title: \_\_\_\_\_  
If you are still employed by this employer, may we contact your Supervisor? Yes \_\_\_\_\_ No \_\_\_\_\_  
Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_  
Supervisor's Name and Job Title: \_\_\_\_\_  
Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_



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Address: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
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Supervisor's Name and Job Title: \_\_\_\_\_  
Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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**Please Don't Attach Certifications!!!**

I certify that the information given herein is true and complete to the best of my knowledge. I understand and authorize any required investigation of all statements contained in this application, as it may become necessary for processing to include contacting prior employers, supervisors and co-workers. I also understand that false or misleading information given in my application, or interviews could result in immediate termination or disqualification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date