

Deadline to Apply: February 28th, 2020 at 5:00PM.

DESCRIPTION

The City of Scranton is located in Lackawanna County in northeastern Pennsylvania. With an approximate population of 78,000 and a land area of 26.7 square miles, Scranton is the seventh largest city in the Commonwealth of Pennsylvania. If you are interested in working for the vibrant City of Scranton, we invite qualified candidates to apply for **Superintendent of the Bureau of Fire** position.

The Opportunity

- Manages the Administrative Section of the Fire Department, overseeing the Fire Deputy Chief and 3 Assistant Chiefs;
- Plans and Organizes the operations of the Department;
- Establishes and enforces policies, procedures, rules and regulations;
- Provides leadership and guidance for the Strategic Planning Process;
- Develops and monitors the Fire Department budget, conducts needs assessments and equipment evaluations;
- Reviews and revises methods and procedures for operating Departmental functions;
- Reviews daily supervisor activities reports, supervises and evaluates personnel and program operations;
- Prepares plans for response to disaster or emergency management situations;
- Develops and reviews standard Department policies, general orders, medical protocols, Memoranda and other Departmental communications;
- Evaluates, coaches/mentors, counsels/disciplines and provides remediation to personnel as needed;
- Oversees hiring, recruitment and promotional testing for various sections of the Department;
- Investigates complaints made against the Department;
- Responds to fires and serious emergencies and, as necessary, advises the Officer-in-Charge or assumes position within the incident management system;
- Makes recommendations for improvement for accidents, injuries, and loss of damaged property;
- Serves as the point of contact with other City and County agencies and civic, business, and community groups, and appears before various groups as spokesperson for the Department
- Makes recommendations to civic groups on fire and life safety hazards;
- Completes special projects as assigned in support of the City's strategic initiatives;
- Provides City representation to local, regional, State, national and international committees;
- Oversees the Fire Department's comprehensive fire prevention program;

- Oversees the Fire Department's comprehensive fire Inspection/Investigation Division; and
- Performs related work as required.

About the Department

The Scranton Fire Department provides fire, emergency medical services, and special operations such as technical rescue, hazardous materials with additional capabilities including fire prevention, inspections, protection and investigation to a 26.7 square mile city. The Scranton Fire Department employs 135 personnel, which include firefighters, EMT's fire prevention staff, Fire inspection/Investigation staff and administrative support. A network of seven stations protects 26.7 square miles. Among the Department's specialized teams are the Lackawanna County Regional Task force, Regional Hazardous Materials Team, and a Technical Rescue Team.

REQUIREMENTS

Minimum Requirements

Ten years of progressively responsible fire operations and administrative services experience, including some demonstrated executive level competence (command, operations, planning, logistics, administration) in a Career fire/emergency services organization and completion of college-level courses in public or fire administration, fire suppression/prevention, emergency medical services or fire prevention and life safety services; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Must possess a current EMT certification or greater. Must obtain residency within 6 months of hired date.

Must successfully complete a criminal background check, pass a drug test and pass an NFPA 1582 medical physical. Employees must possess a valid driver's license issued by the state of their residence.

Preferred Qualifications

Preferred educational requirements include either (1) Bachelor's or Master's Degree; Executive Fire Officer Program graduate from the National Fire Academy; or (2) A combination of education and/or experience equivalent to a Bachelor's Degree in Fire Science, Emergency Service, Public Safety and considerable supervisory and management experience in a senior command role, preferably at the level of Assistant/Deputy Chief for a municipality of a similar sized fire department overseeing unionized employees.

Additional preferred qualifications: Currently certified as an ALS provider (Intermediate or Paramedic). Certified Fire Officer III (NFPA 1021). 10 years of progressive experience in fire/emergency service leadership and management within a metropolitan department of similar

or larger size.

This position requires the successful completion of a pre-employment testing to include, but not limited to the following:

Criminal Records Check;
Drug Test;
Medical Fitness for Duty;
Driver's License; and
Academic Record/Certifications

Please mail or email resume to:
Scranton City Hall
Human Resources Dept.
340 N. Washington Ave.
Scranton, PA 18503
Or employmentapplications@scrantonpa.gov

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