**CITY of OREM**

**FIRE CHIEF**
Salary: $103,048 - $154,573 plus benefits
Department Budget: $10 million  
Department Size: 71 FTEs

**COMMUNITY PROFILE**

Located 45 minutes south of Salt Lake City in beautiful Utah Valley, the City of Orem is bordered by Utah Lake on the west and the majestic Wasatch Mountains on the east. Its recent development and growth have resulted in Orem’s population exceeding 97,000, making it the fifth-largest city in Utah. Along with Provo and other surrounding cities, Orem is part of the Provo-Orem MSA with a population of over 585,000.

Originally incorporated in 1919, the city was named after Walter C. Orem, President of the Salt Lake and Utah Railroad. Orem is now the commercial center for Central Utah and is one of the fastest growing metropolitan areas in the United States. Because of this growth, Orem enjoys a thriving housing market and a low unemployment rate of 2.3% (December 2019).

Orem is home to Utah Valley University, the largest public university in Utah with an enrollment of over 41,000 students (Fall 2019), and it is basically next door to Brigham Young University in Provo with an enrollment of over 34,000 (2019). This large student population provides the Provo-Orem area with one of the most educated workforces in the country. Orem also has 16 elementary schools, 3 junior high schools, and 3 high schools, as well as multiple charter, private, and alternative schools. In 2018, Forbes’ Magazine ranked the Provo-Orem area in the top 25 metropolitan areas for education, and ranked Orem as the #3 best city to raise a family.

With great schools, a thriving environment for businesses of all sizes, and a family-friendly atmosphere, life in Orem is good. The city has plentiful recreational offerings including nearby ski resorts, mountain biking trails, golf courses, rock climbing, and dozens of parks and places to play. Orem is also home to the Orem Owlz, a professional Pioneer League baseball team.

Orem has received numerous recognitions in recent years for its safety, business growth, and family friendliness. If you have never been here, we invite you to see for yourself how great life can be in Orem.

Orem is a full-service municipality of 18.3 square miles serving a resident population of approximately 97,800. Services include water, sewer, storm water, streets, police, fire, parks and recreation programs, and a public library that is set to receive significant upgrades. The city employs approximately 435 full-time employees and has a total budget of approximately $125 million. Orem operates as a council-manager form of government, with an independently-elected mayor, seven, at-large city council members and a city manager.

Orem’s mission focuses on service, with the goal of making Orem a community where people want to live, work, and play. These goals are enumerated in our city vision:

1. Strong family and community connections.
2. A welcoming, diverse, vibrant and sustainable economy.
3. Life-long educational, recreational, and cultural opportunities.
4. Attractive, safe and enduring neighborhoods.
5. Professional and committed city government.

Our mission is to help our fellow citizens build and preserve a community in which we all want to live.

Our motto: Building a better Orem
Fire Department

The Orem Fire Department employs 71 FTEs (all full-time personnel) operating out of four fire stations. Three of the stations are in the City of Orem. The fourth station is located outside of the city in adjacent Lindon City where the community contracts for fire/ALS services with the City of Orem. Another adjacent community, Vineyard City, also contracts with Orem Fire for Fire/ALS and dispatch services. The city plans to build two additional fire stations in the future, namely one within Vineyard City and another station in the southwest section of the City of Orem.

The Orem Fire Department is a team of dedicated and well-trained men and women who strive to protect and improve the community everyday. The Fire Department provides fire protection, advanced life support, fire prevention, fire safety, and first-aid public education to the citizens of the community. A super-majority of department personnel are dual-certified firefighter/paramedics. The department also provides special response services to include the following: high-angle rescue, confined space rescue, structural collapse, trench rescue and hazardous material mitigation.

In 2018, Forbes ranked Orem as the #2 Best City in America for business and careers, and Time ranked Orem as the #1 Best City to Live in Utah. The Orem Fire Department plays a vital role in helping the city receive such recognitions in keeping its commitment to maintaining a strong, safe and thriving community.

CANDIDATE PROFILE

This is a department director position with responsibility to plan, organize and direct the activities of the Orem City Fire Department. The incumbent works under the direction of the city manager and is a member of the city’s executive leadership team.

The incumbent establishes the department’s strategic direction and develops and administers policies and procedures to ensure that firefighting, fire prevention, advanced life support (ALS), and emergency management programs and other related public safety services are appropriate for the community. The fire chief is accountable for accomplishing departmental planning and operational goals and objectives and for supporting and furthering the city’s mission, goals, and objectives within general policy guidelines. The position requires a high degree of independent judgment and administrative discretion.

CANDIDATE PROFILE (cont.)

Essential Duties and Functions

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Prepares, recommends and implements strategic plans to meet the city’s current and long-range needs.
- Prepares and administers the department’s budget using principles and practices of budget development, administration and accountability. Approves purchase orders and department expenditures and oversees procurement of equipment, etc.
- Plans, organizes, administers, reviews and evaluates the work of department staff through subordinate levels of supervision. Is directly responsible to hire, motivate, discipline, promote, and provide direction to all department personnel.
- Provides direct oversight and authorization for the selection, training, professional development and work evaluation of department staff; approves disciplinary action; provides policy guidance and interpretation to staff; ensures that laws, codes, ordinances and policies are consistently and fairly enforced.
- Plans, directs, and coordinates the fire department’s work plan through appropriate department staff; assigned work activities and department expenditures and oversees procurement of equipment, etc.
- Prepares and directs the preparation of a variety of written correspondence, reports, bid and requests for proposals, contracts, procedures, ordinances, grant applications and other written materials. Prepares, directs, and makes public presentations and leads public discussions.
- Plans, directs, and coordinates the fire department’s work plan through appropriate department staff; assigned work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Maintains and directs the maintenance of working and official departmental files, as required.
- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required for compliance with federal, state and local laws and regulations.
- Responds frequently to public inquiries and assists in the resolution of customer concerns and citizen complaints.
- Operates a computer and its various programs. Prepare reports, correspondence, agreements, agenda items, and other written documents.
- Maintains the proper Utah driver’s license and observes all traffic regulations, follows city policy and is a safe, courteous and responsible driver while operating city vehicles. Must wear a seatbelt and assure that other passengers are in seatbelts when the vehicle is in operation.
- Must participate in a physical fitness program and meet the fitness standards required for department positions.
- Contributes to the overall quality of the department’s service by developing, reviewing, implementing, and updating policies and procedures that meet legal compliance requirements and city needs.
- Represents the department and the city in meetings with members of the city council, members of boards and commissions, various governmental agencies, local law enforcement agencies, community groups and a variety of other public and private organizations.
- Works closely with the city manager, the city council, and other city departments, a varie-
Knowledge, Skills and Abilities

- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Extensive experience in fire, emergency management operations and other related public safety services with progressively responsible supervisory and leadership positions.
- Requires a bachelor’s degree from an accredited college or university plus seven years of progressively responsible, related, management/leadership experience.
- A master’s degree in business or public administration is preferred.

Problem solving

- Uses broad discretion in identifying and resolving operation and policy concerns within the department.

COMPENSATION & BENEFITS

The salary range for this position is $103,048 - $154,573 annually (DOQ). The City also offers a variety of outstanding benefit options including the following:

- Excellent preferred provider medical plan and Health Savings Account (HSA) with substantial City paid contribution.
- City-paid dental plan
- Life and Accidental Death & Dismemberment Insurance (equal to the employee’s annual salary)
- Participation in the Utah Retirement Systems Plan
- 3 weeks Paid Vacation & 2.5 weeks paid Sick time annually
- 11 Paid holidays per year
- 6% City-match 457 deferred compensation
- Employee Assistance Program
- Vehicle allowance
- Family pass to the Orem Fitness Center

IDEAL CANDIDATE

The ideal candidate will be an inspiring, service-minded and progressive leader with strong interpersonal communication and listening skills. The candidate will have an ability to chart a specific vision and course for the department and its personnel to follow as the community continues to grow and evolve. The candidate will have a reputation of exhibiting mutual respect and being a confident leader and team builder with high ethical standards. The candidate will also display strong judgement and integrity and be able to hold parties accountable, when necessary. The candidate will foster a culture of integrity, fairness and empowerment with an unwavering ability to do what is right in any given situation. Finally, the candidate will be committed to hiring, developing, coaching, retaining and inspiring talented personnel in allowing them to do their job.

All qualified and interested applicants should submit their application to the Human Resources Division by the application deadline, which is 5:00 p.m. on Friday, March 6, 2020. Please submit a City application, letter of interest, and resume by visiting the following address: jobs.orem.org

TO APPLY

The City of Orem is an Equal Opportunity Employer committed to recruiting and retaining a highly qualified and diversified work force.

The city provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

The Human Resources Division will make reasonable efforts in the application process to accommodate disabled applicants. If you have special needs, please call (801) 229-7186. Applications have been classified as private and will be held confidential. The City of Orem is an Equal Opportunity Employer.