City of Miles City

VACANCY ANNOUNCEMENT

An Equal Opportunity Employer

Date Issued: June 19, 2026

Job Title: Fire/Ambulance Chief
Department: Miles City Fire and Rescue

Work Days and Hours: Monday – Friday 8:00 a.m. to 5:00 p.m.

Base Rate of Pay: $5856.74/monthly (Probationary Wage)
Benefits Package: Health, Dental, Vision, Life Insurance. Health Savings or Flex Savings Optional, Montana Public Employees Retirement, Paid Vacation, Sick and Holidays

Length of Probation 1-year

Classification: Full-time, exempt

Anticipated Start Date: July 1, 2026

Recruitment is Open to:
[ ] Internal Applicants Only
[ ] External Applicants
[X] Internal & External Applicants

Principal Duties: Please review the attached position description.

Minimum Qualifications: Must meet the minimum requirements as outlined in the attached position description.

Application Instructions: Application material may be obtained from Miles City Job Service, the Miles City Human Resources office humanresources@milescitymt.gov or online https://www.milescitymt.gov/human-resources/page/employment-opportunities

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to complete the recruitment & selection process, to perform the essential functions of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need such accommodation, contact the Human Resources Office at 406-874-8601.

Recruitment Closes: Open until filled.

CITY OF MILES CITY

Position Description

Fire/Ambulance Chief

Last Revised	11/2/2023
Effective	11/3/2023
FSLA Exempt	Exempt
Job Class	Department Director
Department	Miles City Fire and Rescue (MCFR)
Accountable to	Mayor & City Council

SUMMARY OF WORK

This position has the overall responsibility of the Miles City Fire and Rescue (MCFR) administrative duties, fire suppression and emergency medical services (EMS), fire prevention and fire inspections/investigations, and vehicle/facility maintenance.

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

1. Personnel Management: Manage and supervise MCFR personnel, in accordance with the City's personnel policies, union contracts, and Department rules and regulations. He/she shall arrange for the scheduling of the department staff. The Chief shall assure that the performance of department personnel is evaluated at least once per year or in accordance with City personnel policy. Comply with certain provisions of the union collective bargaining agreement; and comply with contracts or agreements entered into by the department or the city.
2. Organize and Implement Training Programs: The Chief must assure that regularly assigned members of each shift complete all training assignments. The Chief must see that the departments training records are kept up to date and arrange for the fulfillment of training and certification requirements set by other agencies. He/she will evaluate the departments' strengths and weaknesses and plan appropriate training schedules. The Chief will seek input from interested Officers and Firefighters when planning for training needs.
3. The Chief must be familiar with and assist with the billing and collection portion of the ambulance enterprise fund.
4. The Chief shall prepare and update departmental Working Rules and Regulations and Standard Operating Guideline and Procedures.
5. Prepare and Implement the Annual Budget: This includes the fire department general fund and the ambulance enterprise fund. The Chief will see that the finances of the department are managed through the budget and provide to the Finance Department all necessary documents.
6. Procure Equipment and Supplies: The Chief will assure that there is an adequate inventory of supplies and equipment for the department's needs. The Chief will procure supplies and equipment in accordance with the City's purchasing policies.

7. Organize and Maintain the Departments' Records, Files, and Documents: The Chief shall complete or direct the completion of all types of fire reports detailed in the firefighter job description. The Chief will cooperate with the Officer or Firefighter designated to maintain the process of reporting fire incident information to the State of Montana (or other) requesting agencies. The Chief or his designate shall assist the Dispatch Director for changes in communication procedure or special requests. He/she shall update or revise forms and documents as needed, keep time and finance records up to date and provide city staff with needed records and information.
8. The Chief is responsible for trying to determine the origin and cause for all fires in the jurisdiction; inspect all public places in the city as per current fire code; provide certain training as provided by OSHA, EPA, and other adopted or required standards; maintain certain licenses and permits; direct the suppression of fires in the jurisdiction;
9. The Chief shall be aware of the actions of the Firefighters or other personnel under his direction and notify them if they are not observing established safety procedures. The Safety Officer shall be notified of any serious safety problems immediately. Safety procedures shall be governed by written rules and department working rules and regulations. Portions of NFPA #1500, and other applicable safety documents, will periodically be added to the rules and regulations and the Chief shall notify department personnel of these changes and enforce them. The Chief will support the Safety Officers efforts. The Chief may respond to the station or emergency incident scene in accordance with the rules and working rules and regulations. The Chief will conduct or see that critical incidents are critiqued as necessary.
10. Emergency Medical Care: When the Chief has training and skills at or beyond the EMT level he/she may be used to benefit the patient provided proper equipment and materials are available and further provided that such care shall be given to the patient within the limits of standing orders and/or proper medical control. The Chief will assure that the EMS personnel maintain their certification in accordance with state and local requirements and regulations. The Chief will assure that patient care reports or other necessary forms are properly filled out and copies provided the current ambulance billing service. The Chief will ensure to adequately stock and maintain ambulance disposable supplies and update as needed the charge and reason code lists for billing purposes. The Chief shall make sure that the ambulance service license is renewed when necessary and work with local medical control on possible changes or additions to rules and regulations pertaining to the EMS. protocol. The Chief will conduct or see that critical incidents are critiqued as necessary.
11. The Chief shall organize and implement a fire prevention and inspection/investigation program. The Chief shall develop and implement a plan to mitigate the effects of hazardous materials in the community. Upon the request of the Mayor, he/she shall represent the City on boards and commissions concerning hazardous materials and fire prevention. The Chief shall organize and supervise the inspection of facilities in accordance with adopted codes and ordinances of the City and the State where applicable.
12. The Chief shall organize and implement a maintenance program to assure that emergency vehicles and equipment remain in a dependable state of readiness. He/she shall organize, supervise, and see that routine facility maintenance and station duties are completed. The Chief shall consult with the Battalion Chief and company officers to set priorities for repair work. The Chief shall arrange for other work such as flowing hydrants, testing apparatus and hoses, and anything else that he/she deems necessary. This shall be done in coordination with other officers and their shifts and shall perform other related duties as required.

MINIMUM REQUIREMENTS

Education (knowledge)

-- Associate or Bachelor's Degree in Fire Science, Public Administration, or related field with a minimum of ten years' experience as a full-time member of a fire department with at least five years as a Company Officer.

-- Additional experience as a firefighter or Officer may be substituted, year for year, for an Associate or Bachelor's Degree.

-- Certification as a Fire Officer 1 or 2 and/or Instructor I or II, or Fire Officer 1 or 2 Equivalency, and/or Instructor I or II Equivalency.

-- This position requires a thorough knowledge of administrative, technical, and operational principles and practices; fire prevention/investigation procedures and practices; departmental rules, regulations, a thorough knowledge of the Incident Command System and SOP's; local surrounding geographic area; weather effects and causes of fire; fire behavior assessment and attack strategies; safety procedures; record keeping; class scheduling; correct radio procedures; training procedures; and mechanical and equipment maintenance requirements.

Experience (skills, abilities)

-- This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; and to assess emergency situations quickly and to take appropriate actions. This job also requires technical knowledge in computer literacy and operation.

Certificates/Licenses

-- Must have a valid Montana Driver's License and must be eligible for coverage by the City's Insurance Carriers.

DESIRABLE QUALIFICATIONS

Knowledge:

Skills:

Abilities:

PERFORMANCE STANDARDS

Individual performance evaluation shall be based on the following elements:

- Productivity/Independence/Reliability
- Job Knowledge
- Interpersonal Relationships/Cooperation/Commitment
- Attendance
- Adherence to Policy
- Overall Performance

WORKING CONDITIONS

Stand - Frequently

Sit - Frequently

Lift - Frequently

Noise - Frequently

Hazardous materials exposure - Occasionally

Travel - Occasionally

Other

PHYSICAL REQUIREMENTS

The Fire Chief shall be capable of doing dangerous and strenuous work. Physical strength and fitness should be sufficient to meet department SOPs and be sufficient to accomplish the "entry level physical fitness standards," utilized in the Department's recruitment process.

In compliance with ADA reasonable accommodation may be implemented for duties described.

I attest that this City of Miles City Position Description accurately reflects the major duties of this position.

Position Immediate Supervisor: _____ Date: _____

Signature

This City of Miles City Position Description has been reviewed and is recommended by City

Fire/Ambulance Chief

Human Resource Director.

HR Director: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and approved by City Human Resource Committee.

HR Committee Chair: _____ Date: _____
Signature

I, _____, acknowledge I have received and reviewed the Miles City Position Description; this position description will become part of my personnel file.

Employee: _____ Date: _____
Signature