



JOB ANNOUNCEMENT

ASSISTANT FIRE CHIEF

How to Apply:	To apply online and view the full job description, visit: https://www.governmentjobs.com/careers/norwalkiowa/jobs/3326125/assistant-fire-chief Applicants must apply online at the above link.
Deadline to Apply:	December 13, 2021
Wage Range:	\$80,000-90,000
Tentative Start Date:	Early 2022
Employment Status:	Full-time, FLSA Exempt
Job Function:	Under the direction of the Fire Chief, this position shall assume the role of the Fire Marshal and perform duties including but not limited to the implementation of a community risk reduction program, enforcing fire safety regulations and inspecting buildings for fire code compliance in accordance with City ordinances and the International Fire Code. Shall provide administrative support to the Fire Chief and the organization through strategic planning, budgetary oversight, and project management to ensure the overall health and integrity of the department in order to provide efficient and effective provision of services to the community.
Qualifications:	Bachelor's Degree in Fire Protection, Business Administration, Public Administration, or related field. A minimum of three (3) years supervisory and administration experience in a combination fire and EMS department. Firefighter II, Fire Instructor I, Hazardous Materials Operations, Fire Officer I. See full job description for additional information.

About Norwalk

The City of Norwalk is a southwestern suburb of the Greater Des Moines Metropolitan Area! Norwalk has an ever growing economy, offering metro living with a retro feel! Residents typically know their neighbors and enjoy a great quality of life with low crime, and phenomenal schools. The City manages 245 acres of parkland and offers a variety of activities such as fishing, basketball, baseball, softball, soccer, disc golf, skateboarding, playground equipment and Iowa's first challenge course.



The City of Norwalk shares borders with neighboring cities of Des Moines and West Des Moines, while serving as the closest suburban community to the Des Moines International Airport and Valley Junction. Norwalk features beautiful new residential neighborhoods, world-class schools, and some of the best golf courses in Iowa. Ranked "Safest City in Iowa" two years in a row, Norwalk's median household income is the third highest in central Iowa, and it has one of the lowest unemployment rates in the nation as well as being one of the fastest-growing cities in Iowa. In the most recent census, Norwalk's population has grown to over 12,000.

In addition to the Des Moines Metro's key industries, Norwalk is primed for retail development. There are currently more than eight active commercial and retail developments underway in the City. Some of the metro companies that recently chose to expand their business in Norwalk are: Luana Savings Bank, Mahalo's Coffee & Donuts, Windsor Windows, Mercy Clinics, UnityPoint, Jimmy John's, Michael Foods, Arby's, Jones Family Dental, Johnson Orthodontics, RC Dermatology, Athletico, Northern Lights Pizza and 1908 Draught House.

Our mission statement is simple - To preserve and improve why people want to live and work in Norwalk. To learn more about the history of Norwalk, please visit:

https://www.norwalk.iowa.gov/community/about_norwalk



About the Fire Department

Mission Statement: It is the continuous mission of the Norwalk Fire Department to excel in the preparation and delivery of emergency services and public safety. This will be accomplished through the tireless dedication for the preservation of life and property by the men and women of this department and their partners.

The Norwalk Fire Department (NFD) is a full-service organization providing fire protection and emergency medical services to the City of Norwalk and surrounding communities through mutual aid and contractual agreements. NFD employs a Fire Chief, Assistant Fire Chief, 3 Lieutenants, and 3 full-time firefighter/paramedics. Rapid population growth - mostly among commuters, combined with a

significant increase in calls for service has prompted the City to increase career staffing. In addition NFD has 25 paid on-call firefighters, paramedics and EMTs.

The Norwalk Fire Department covers Northwestern Warren County, Southwestern Polk County, and Northeastern Madison County, including the towns of Norwalk, Spring Hill, Cumming, Lee Township and Linn Township. Our apparatus includes a 105' tower, two engines, a tender, two attack trucks, three ambulances, two command vehicles, a boat and a UTV. The City maintains an equipment replacement program to ensure emergency equipment meets the expectations of our citizens and businesses.



The City shows strong support for the NFD through gifts, donations and attendance at community events. NFD also leads the annual 4th of July Parade where citizens along with visitors from across the Metro come to watch.

About the Position

Under the administrative direction of Fire Chief Jennifer Porter, the Assistant Fire Chief assumes the role of Fire Marshal and performs duties including but not limited to the implementation of a community risk reduction program, enforcing fire safety regulations and inspecting buildings for the fire code compliance



in accordance with City ordinances and the International Fire Code. Shall provide administrative support to the Fire Chief and the organization. Must maintain and exert managerial and leadership capabilities. For full job description, including duties and responsibilities, qualifications and other requirements please visit:

<https://www.governmentjobs.com/careers/norwalkiowa/jobs/3326125/assistant-fire-chief>

The salary range for Assistant Fire Chief is \$80,000 - \$90,000 annually.

The City of Norwalk offers a comprehensive benefits package:

- Wellmark BlueCross BlueShield Health Insurance - City pays 95% of monthly premium
- Ameritas Dental Insurance - City pays 100% of employee's coverage
- Ameritas Vision Insurance
- Short Term and Long Term Disability - at no cost to employee
- \$40,000 Life and ADD policy at no cost to employee
- Optional Voluntary Life Insurance for employee, spouse and dependents
- Nine paid holidays
- Paid Time Off
- Deferred compensation match per Employee Handbook

Minimum Requirements

- Bachelor's Degree in Fire Protection, Business Administration, Public Administration or related field
- Minimum of three (3) year supervisory and administration experience in a combination fire and EMS department
- Firefighter II, Fire Instructor I, Hazardous Materials Operations, Fire Officer I
- Paramedic certification
- Valid Driver's License

Preferred Qualifications

- CDL or ability to obtain within 12 months of hire

Apply online at

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Deadline December 13, 2021

