



METROPOLITAN AIRPORTS COMMISSION

Department of Human Resources
6040 28th Avenue South
Minneapolis, MN 55450

<https://metroairports.org/Airport-Authority.aspx>

INVITES APPLICATIONS FOR THE POSITION OF:
Fire Chief

An Equal Opportunity Employer

SALARY

\$113,250.00 - \$156,318.00 Annually

OPENING DATE: 04/27/21

CLOSING DATE: 05/18/21

THE POSITION

The Metropolitan Airports Commission (MAC) is currently accepting applications for the position of Fire Chief in the Airport Fire Department. The MAC Airport Fire Department (AFD) is a specialized department whose primary responsibility is aircraft rescue and firefighting. AFD is a full-service fire department providing structural fire response, emergency medical service, hazardous material response, water and ice rescue, and vehicle extrication.

Under the direction of the Fire Marshal, AFD is also responsible for fire code inspections, sprinkler, fire alarms, and building plan review, fire cause investigation and fire prevention activities. AFD provides these services within the geographical boundaries of MSP Airport which includes the surrounding roadways and waterways, as well as residential and commercial properties included in the fire departments mutual aid agreements.

The department employs captains, driver/operators, fire fighters and an administrative assistant. Backed up by two assistant fire chiefs, and fire chief that leads this department.

MAC's Fire Chief Provides leadership, planning and direction to the department administration and firefighting personnel. Keeps Supervisor informed of departmental and tenant activities relevant to fire prevention, suppression, rescue operations and emergency medical services. Liaison with Federal, State, County, and local agencies to coordinate services. Ensures compliance of fire protection codes and standards, personnel training requirements, and oversees all fire, rescue and emergency medical services operations.

To apply: click the "Apply" link located just above the position description, log-in and follow the instructions provided.

Questions regarding this position can be directed to Randa Hamid at Randa.Hamid@mspmac.org or 612.713.8726. Applications will be accepted until 3:00 p.m. on Tuesday, May 18, 2021.

MAC is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, nationality, or disability.

POSITION DESCRIPTION

Supervision of Department Employees

- Provide executive management and leadership for the Airport Fire Department.
- Integrate MAC's Mission and Vision into area of responsibility.
- Create and maintain a rewarding, productive work environment and facilitate effective working relationships among department employees.
- Conduct regularly scheduled department meetings to communicate organizational goals, inform employees and resolve issues.
- Exercise management authority in accordance with MAC Human Resource Policy, MAC Administration Manual, and/or the appropriate collective bargaining agreements.
- Promote diversity within the department by having a strong commitment to an inclusive work environment.
- Recognize employee achievements.
- Recruit, hire, and promote a professional workforce.
- Investigates and disciplines employees for misconduct.
- Represent organization management for labor disputes and hear and adjust employee grievances.

Employee Development

- Increases quality of service through training, recruiting and instilling customer service values among employees.
- Communicate clear performance expectations and standards to department employees.
- Provide timely performance feedback to department employees.
- Provide opportunity and support for growth and development toward the accomplishment of department objectives.

Ethics

- Set clear and uniform examples of ethical behavior and articulate specific expectations and goals
- Lead by example and demonstrate the highest level of ethics.

Safety

- Proactively support a safe working environment through development of appropriate policies and procedures and delivery of targeted safety training activities.

Community Involvement

- Perform duties in a manner that supports MAC's commitment to the community and environment.
- Provide public education programs to involve the airport community as part of the department's risk reduction program.

Organization Management

- Oversee the development and implementation of the administrative policy, HR Policies, union contracts, services and staffing levels
- Monitor and evaluate the efficiency and effectiveness of methods and procedures.
- Collect data to comprehensively assess operations and provide a vision to examine alternative forms of service delivery.
- Predict or adjust priorities and services through analysis or performance measures or other analytical data.
- Establish methods and procedures for fire protection, prevention and educational programs.
- Initiate necessary technical or administrative changes for fire prevention and inspection activities.
- Direct implementation of special procedures and precautions in areas considered to be especially vulnerable to fire danger.
- Establish and direct the enforcement of fire regulations to comply with current federal, state and Commission policies and ordinances.
- Direct alarm response and rescue operations, including assignment and placement of equipment and personnel.
- Ensure departmental training programs in ARFF techniques are conducted per FAR regulations.

- Responsible for readiness (including necessary maintenance) of vehicles, firefighting equipment and supplies.
- Ensure fire investigations are conducted within department (MSP) jurisdiction.
- Direct departmental administrative operations including budgeting and financial planning.
- Responsible for scheduling departmental personnel and making recommendations concerning departmental staffing needs.
- Evaluate departmental personnel and recognize exemplary performance or document and address instances of improper performance.
- Responsible for preparation of content and timely revision of departmental rules and regulations.
- Represent the organization and respond to grievances at the appropriate step of the union contract grievance procedures.
- Lead and grow the department through dynamic leadership, mentorship, positive motivation and employee development.
- Direct/conduct ongoing research into new fire service technologies and trends.
- Other duties as assigned.

POSITION REQUIREMENTS

Manager of Managers (MOM) Competencies

- **Customer Focus** – Building strong customer relationships and delivering customer-centric solutions
- **Strategic Mindset** – Seeing ahead to future possibilities and translating them into breakthrough strategies
- **Plans and Aligns** – Planning and prioritizing work to meet commitments aligned with organizational goals
- **Ensures Accountability** – Holding self and others accountable to meet commitments
- **Drives Results** – Consistently achieving results, even under tough circumstances
- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives
- **Values Differences** – Recognizing the value that different perspectives and cultures bring to an organization
- **Builds Effective Teams** – Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals
- **Communicates Effectively** – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
- **Drives engagement** – Creating a climate where people are motivated to do their best to help the organization achieve its objectives
- **Organizational Savvy** – Maneuvering comfortably through complex policy, process, and people-related organizational dynamics

Minimum Requirements

- Bachelor's degree in Fire Administration, Emergency Management, Public Administration or other related field
- In lieu of Bachelor's degree, an Associate's degree in Fire Science, Fire Protection, or other related field and six (6) years of experience as a chief officer at a FAR Part 139 medium or large hub airport
- Ten (10) years of professional, progressively responsible level fire service experience
- Five (5) years supervisory experience as a fire captain or chief fire officer in a fire department
- Previous fire service experience at a FAR Part 139 airport
- Previous work experience with unions and labor relations
- Excellent decision making, problem solving and conflict resolution skills
- Experience preparing and overseeing department budget and program planning

- Current Minnesota Fire Service Certification Board (MFSCB) Fire Fighter II, International Fire Service Accreditation Congress (IFSAC) Fire Fighter II certification, or ProBoard Fire Fighter II Certification.
- Current MN Board of Fire Fighter Training and Education (MBFTE) Fire Fighter License. If no MBFTE license, must obtain within 90 days of appointment.
- Completion of NIMS (National Incident Management Systems) courses 100, 200, 300, 400, 700, 800
- Valid state issued driver's license
- Current National Registry Emergency Medical Technician (EMT) Certification. In lieu of the NREMT, must have a current Minnesota Emergency Medical Services Regulation Board (EMS RB) EMT Certification and successfully obtain a National Registry EMT within one year of appointment.
- International Fire Service Accreditation Congress IFSAC or ProBoard Airport Firefighter certification

Desirable Requirements

- Previous experience as a chief fire officer at an FAA Index D or E airport
- Master's Degree in a related field such as Public Administration, Business Administration, Communications or Leadership.
- Certified Member certification from American Association of Airport Executives (AAAE)
- Emergency Management certification
- Completion of Executive Officer Program at the National Fire Academy

OTHER INFORMATION

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<https://metroairports.org/Airport-Authority.aspx>
 OR
 6040 28th Avenue South,
 Minneapolis, MN 55450

EXAM #2021-00818
 FIRE CHIEF
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Fire Chief Supplemental Questionnaire

- * 1. Do you possess one of the following requirements: Bachelor's degree in Fire Administration, Emergency Management, Public Administration or other related field. OR In lieu of Bachelor's degree, an Associate's degree in Fire Science, Fire Protection, or other related field and six (6) years of experience as a chief officer at a FAR Part 139 medium or large hub airport.
 - Yes
 - No
- * 2. Do you have ten (10) years of professional, progressively responsible level fire service experience?
 - Yes
 - No
- * 3. Do you have five (5) years supervisory experience as a fire captain or chief fire officer in a fire department?
 - Yes
 - No
- * 4. Please describe your supervisory experience as a fire captain or chief fire officer in a fire department.

- * 5. Do you have fire service experience at a FAR Part 139 airport?
 - Yes
 - No
- * 6. Please describe your fire service experience at a FAR Part 139 airport.
- * 7. Do you have experience working with unions and labor relations?
 - Yes
 - No
- * 8. Please describe your experience working with union and labor relation.
- * 9. Please select all of the items you have experience with:
 - Departmental budgeting
 - Program planning
 - Employee supervision
 - None of the above
- * 10. Please describe your experience preparing and overseeing department budget and program planning.
- * 11. Do you hold one of the following certifications: Current Minnesota Fire Service Certification Board (MFSCB) Fire Fighter II, International Fire Service Accreditation Congress (IFSAC) Fire Fighter II certification, or ProBoard Fire Fighter II Certification?
 - Yes
 - No
- * 12. If you answered yes to the previous question, please select all of the certifications that you have:
 - MFSCB Fire Fighter II
 - IFSAC Fire Fighter II
 - ProBoard Fire Fighter II
 - None of the above
- * 13. Do you have a current Fire Fighter License from MN Board of Fire Fighter Training and Education (MBFTE)? If not, are you able to obtain MBFTE license within 90 days of appointment?
 - Yes
 - No
- * 14. Have you completed National Incident Management Systems (NIMS) courses 100, 200, 300, 400, 700, 800?
 - Yes
 - No
- * 15. If you answered yes to the previous question, please select all of the NIMS courses that you have completed:
 - 100
 - 200
 - 300
 - 400
 - 700
 - 800
 - None of the above

- * 16. Do you hold a current National Registry Emergency Medical Technician (EMT) Certification? If not, do you have a current Minnesota Emergency Medical Services Regulation Board (EMSRB) EMT Certification and are you able to successfully obtain a National Registry EMT within one year of appointment?
 - Yes
 - No

- * 17. Do you have International Fire Service Accreditation Congress IFSAC or ProBoard Airport Firefighter certification?
 - Yes
 - No

- * 18. If you answered yes to the previous question, please select all of the certifications that you have:
 - International Fire Service Accreditation Congress (IFSAC)
 - ProBoard Airport Firefighter certification
 - None of the above

- * 19. Do you have a valid state driver's license?
 - Yes
 - No

- * 20. Which of the following do you possess?
 - Previous experience as a chief fire officer at an FAA Index D or E airport
 - Master's Degree in a related field such as Public Administration, Business Administration, Communications or Leadership.
 - Certified Member certification from American Association of Airport Executives (AAAE)
 - Emergency Management certification
 - Completion of Executive Officer Program at the National Fire Academy
 - None of the above

- * 21. Please describe your experience as a chief fire officer at an FAA Index D or E airport

* Required Question