

## **FIRE CHIEF**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

Plan, direct, and supervise the operations of the fire department in the capacity of chief engineer and commanding officer; and related work as required.

### **DISTINGUISHING FEATURES OF THE CLASS**

Work of this class involves a higher degree of skill and responsibility in directing fire fighting, life saving, fire prevention, and administrative activities of the fire department. Considerable exposure to personal hazards is involved. The Chief is required to be on duty or subject to call at all times, and is accountable to the Mayor as head of the department.

### **EXAMPLES OF WORK**

(Illustrative only)

Respond, day or night, to all alarms received for big fires; or those received from congested areas in which fire might result in serious loss, either to life or property; respond to all other alarms or emergency calls for which the department is answerable, either in person or through an Assistant Chief;

Direct and supervise subordinate officers and employees at scene of fire in rescuing persons from burning buildings, fighting fire, doing salvage work during the fire and overhauling after the fire;

Direct and supervise the general care, maintenance, and use of all departmental alarm and signalling systems, fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property;

Purchase, or recommend the purchase of, equipment and supplies in the manner provided by lawful authority, and keep such purchases, or recommended purchases, within the budget therefor;

Provide for the preparation and supervise the maintenance of departmental records and reports relating to the attendance, pay, and status of personnel, use and deterioration of equipment, data on fires, fire prevention inspections, employee training, and such others as may be helpful or required; also the furnishing of such information to those lawfully entitled thereto;

Investigate the cause, origin and circumstances of all fires occurring in the city, and especially investigate whether such fires are the result of carelessness or the act of an incendiary

and report all facts relating thereto to the State Fire Marshall, as provided by law;

Direct the inspection of buildings for the purpose of determining the existence of conditions hazardous to life and property through fire or panic, in the manner and within the limits prescribed by law, or by and with the authority of the municipal government;

Inform the public of necessity and methods of civilian cooperation in fire prevention work, by the means of talks, demonstrated lectures, distribution of literature, to schools, church organizations, civic clubs, owners and employees of public and private buildings, institutions, hotels, and theaters, etc;

See that employee training is regularly carried on by the Captains, and arrange periodically for special elementary and advanced training of all employees of the department;

Promote peace and harmony in the department; maintain discipline by reprimanding employees guilty of minor infractions, and by reporting continued violations, or those of a more serious nature, to the Mayor;

Delegate authority to subordinates for the more effective work of the department, when such delegation is not inconsistent with the municipal authority, express provisions of law, or contrary to these rules;

Keep posted on modern methods of fire department work; also, local conditions which the department may be called upon to combat in cases of fire;

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

#### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

**EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least six (6) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate **and** must have at least ten (10) years of experience in full time fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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