

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. District Fire Chiefs respond to all fire and emergency calls received and direct emergency scene activities on their assigned shift. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, inspecting buildings for fire hazards, and performing pre-fire planning. District Fire Chiefs have the authority to work independently and have their work reviewed by the Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department on an assigned shift by conducting inspections of various divisions of the department, evaluating the effectiveness of the divisions, and taking appropriate action to correct or improve problem areas. Recommends policies, goals and objectives for consideration by a superior officer. Plans and organizes departmental operations having to do with personnel, equipment, and apparatus. Monitors and evaluates local conditions which may become fire or safety hazards. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in departmental procedures are needed. Keeps informed on modern fire fighting methods and administrative practices. Recommends changes in department operations that will help the city to obtain favorable ISO ratings.

Responds to all fire and emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Directs emergency scene activities until relieved by superior officer. Performs size-up and directs subordinate personnel at the scene of an emergency in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Takes charge of all safety procedures at the scene of a fire or emergency. Participates in the handling of emergencies involving hazardous materials. Assists in maintaining communications between the fire scene and other authorized personnel. Secures the fire scene and collects and labels evidence

of suspected arson. Personally acts as part of the fire attack team when necessary. Provides for the needs of the emergency personnel at the scene of a fire. Acts as coordinator between firefighters and other emergency personnel at the scene of an incident.

Supervises fire department personnel by overseeing and evaluating the work performance of subordinates and reviewing reports written by subordinates. Investigates complaints against department personnel and formulates a recommendation for reply to complaint or for action to be taken. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and approves leave. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline by counseling employees and recommending disciplinary action to the appointing authority.

Conducts training in pre-fire planning. Collects information for pre-fire planning by becoming familiar with all area features which might become important in a fire or emergency situation. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Researches the best methods of handling specific fire department tasks such as testing fire hydrants, and sees that such jobs are either contracted for or assigned to qualified department personnel.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, communications equipment, and fire department property. Investigates all accidents or complaints involving department equipment or personnel, determines cause and makes recommendations on procedure to avoid future accidents. Arranges for needed repairs and maintenance or assigns such qualified departmental personnel. Maintains inventory of supplies and equipment.

Assists in the preparation of the departmental budget by helping compile and organize the data needed to prepare the budget. Writes reports, completes any forms and records required, and prepares LFIRS reports. Compiles and organizes data needed for reports. Maintains records on personnel training including classroom instruction and drills and evolutions.

Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools, civic groups, and citizens. Participates in special projects designed to improve the public image of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the fire department. Participates in conferences, conventions, and other educational meetings as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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 promotion, 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 be a regular and permanent employee in the class of Fire Captain with at least three (3) years in the class with the department immediately preceding closing date for application to the board.