

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of the officer in charge of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, for financial planning and budgeting of funds, for public relations, and for employee supervision and training. The employee of this class is also responsible for directing all operations for fire suppression, emergency medical assistance, and fire prevention and investigation. The Fire Chief has authority and responsibility to perform assigned duties independently, and is accountable to the Fire Board of Commissioners.

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 total operation of the fire department as chief officer. Develops management policies, goals, and objectives for the department. Determines how operating units of the department should be organized. Identifies target areas for improvement in productivity or effectiveness of the department. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations.

Organizes the personnel management functions of the fire department. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops an employee grievance resolution procedure. Develops and implements a safety program for the department. Investigates accidents or injuries involving department equipment and personnel. Evaluates training needs, and establishes and maintains the training program. Serves as an instructor for formal classroom training.

Oversees the supervision of subordinate personnel, outlines responsibilities and duties, and sets task priorities and long-term goals for subordinates. Holds formal meetings for the purpose of receiving information and disseminating information. Conducts inspections of personnel and equipment to assure compliance with department standards. Counsels employees who are experiencing work problems and maintains discipline.

Gathers information to be used in compiling budgets. Consults with the governing body and prepares and submits to the proper authority a departmental operating budget. Authorizes the expenditure of

funds allocated for departmental operations. Manages the operation of the general accounting system for the department. Writes requests for grants or other special funds. Prepares specifications for new fire department equipment, and recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Develops and implements an emergency management system. Directs and controls fireground operations, including equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Directs the handling of emergencies involving hazardous materials, assessing risks to community, and determining action to be taken to contain or control the incident.

Oversees and utilizes a system of information management for use in the administration of the department. Supervises the preparation and maintenance of department records and reports, reviewing records and reports completed by subordinates, and periodically inspecting record-keeping systems and facilities. Personally completes all forms, records, and reports required of the appointing authority.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies. Acts as official department representative to the news media. Writes letters in response to written or oral requests addressed to the fire department. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Delivers talks, lectures, or demonstrations on fire prevention or related fire protection topics to schools and civic organizations.

Directs a program of fire inspections and pre-fire planning. Oversees the inspections of buildings to determine the existence of potential fire hazards. Discusses inspection findings with building owners and managers. Collects information for pre-fire plans by visiting business, schools, and other places of public assembly.

Directs a program of fire investigations. Examines interior and exterior of fire structures to determine point of fire origin and cause. Searches for, and collects evidence, and assists law enforcement personnel in arson investigations.

Oversees the general care, maintenance, and use of departmental alarm and signaling systems, fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property.

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 employment, 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 a related curriculum and at least five (5) years of progressively responsible 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 a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible 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** at least nine (9) years of progressively responsible 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.

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| BN | 10-17-00 |
| REV | 07-22-08 |
| | 01-20-11 |
| | 07-17-14 |