

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs and supervises the operations of the fire department in the capacity of chief engineer and commanding officer, and related work as required.

EXAMPLES OF WORK

(Any one position of this class may not include all duties listed nor do listed examples include all duties which may be found in positions of this class.)

Directs and supervises subordinates employees at scene of fire in rescuing persons from burning buildings, fighting fire, doing salvage work during the fire and overhauling after the fire;

Purchases or recommends the purchase of, equipment and supplies in the manner provided by lawful authority, and keeps such purchases, or recommendations for purchases within the budget therefor;

Provides for the preparation and supervises 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;

Investigates the cause, origin and circumstances of all fires occurring in the city and especially investigates whether such fires are the result of carelessness or the act of an incendiary, and reports all facts relating thereto to the State Fire Marshal, as provided by law;

Directs 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;

Informs the public of the necessity and methods of civilian co-operation in fire prevention work, by means of talks, demonstrated lectures, distribution of literature to schools, churches, organizations, civil clubs, owners and employees of the public and private buildings, institutions, hotels and theaters, etc;

Sees that employees training is carried on, and arranges periodically for special elementary and advanced training of all employees of the department;

Promotes peace and harmony in the department; maintains discipline by reprimanding employees guilty of minor infractions, and by reporting continued violations, or those of a more serious nature to the proper governing authority;

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

Keeps posted on modern methods of fire department work, also local conditions which the department may be called upon to combat in case of fire.

Perform various related duties as assigned or required.

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 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 be not less than 25 years of age.

MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS

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

Must have a high school diploma, high school equivalency certificate, high school transcript or affidavit from the issuing high school 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. A certificate of completion shall not be sufficient to substitute for a diploma or equivalency certificate. 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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