

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. The District Fire Chief responds to all fire alarms received on the assigned shift and directs emergency scene activities. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting the Fire Chief in providing for the care and maintenance of department equipment, vehicles and property, and for providing for the training of department personnel. District Fire Chiefs receive specific instructions for most duties, but have the authority to work independently in certain designated areas. This class reports to and ranks directly below that of the 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.

Performs the duties of the Fire Chief in the Chief's absence. Manages all department operations on an assigned shift, including making decisions on officer deployment. Sets goals, objectives, and management policies for the department. Participates in the research and planning for programs and activities of the department. Conducts inspections of various division of the department, evaluates the effectiveness of the divisions, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on modern fire fighting methods and administrative practices. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed. Recommends changes in department operations that will help the city improve ISO ratings.

Assists the Fire Chief in keeping promotional eligibility lists and recommends promotions in accordance with civil service law. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Works with boards, agencies, and labor or other unions whose operations affects the careers of fire department personnel or the work of the fire department.

Responds to all alarms or emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Performs size-up and directs subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Personally acts as part of the fire attack team. Takes charge of all safety procedures at the scene of a fire or emergency. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Develops a training program for the department and sees that such program is properly staffed and

supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Personally trains personnel by conducting training in the classroom or by conducting drills and evolutions.

Supervises subordinate fire department personnel. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules and approves leave. Oversees and evaluates the work performance of subordinates and writes employee evaluation reports. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline. Provides informal or "on-the-job" training for new employees.

Informs the public about the work of the fire department by means of tours, talks, demonstrations, and distribution of literature to schools and civic groups. Coordinates special projects designed to improve the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media.

Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fire occurring within the jurisdiction. Secures the fire scene and collects and labels evidence of suspected arson. Testifies in court when required.

Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Supervises the preparation and maintenance of all department records by reviewing records completed by subordinated and by periodically inspecting systems and facilities for keeping the records. Completes any forms and records required, including payroll records and LFIRS reports. Compiles and organizes data needed for reports and writes reports necessary to document the operation of the assigned shift. Writes letters to handle problems or answer requests addressed to the fire department. Writes newspaper articles or any other type of official department position paper for publication.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, and property. Personally tests or directs the testing of equipment, ensuring that equipment meets all applicable standards. Arranges for needed repairs and inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Maintains inventory of and orders and disburses equipment and supplies 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 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 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 for at least one (1) year immediately preceding closing date for application to the board.