

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of all fire department operations. The Fire Chief is delegated by the Fire Board of Commissioners as the appointing authority for the department, and is responsible for the administration and coordination of all fire department activities, including personnel management and supervision of all subordinate personnel. The employee of this class directs emergency scene operations, oversees fire prevention, performs public relations duties, manages equipment and supplies, and provides for training. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by 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, and determines goals and objectives for the department. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Develops methods to identify and evaluate productivity of departmental programs. Identifies target areas for improvement in productivity or effectiveness; develops and initiates programs and procedures to improve the quality and effectiveness of service in these areas. Monitors any local conditions which may create situations the department may be called upon to handle.

Makes personnel management decisions regarding hiring, promotions, demotions, transfers, terminations, and disciplinary actions. Develops a personnel recruitment and selection program, and interviews prospective employees. Maintains promotional eligibility lists. Establishes a system of performance evaluations by determining the various aspects of performance to be evaluated, and setting performance standards. Uses information developed in performance evaluations to make decisions concerning retention in a job, assignment rotation, or assignment for specialized training. Personally completes any forms or records required of the chief administrative officer. Writes letters in answer to written or

oral requests addressed to the fire department, or as needed to address needs of the fire service. Writes proposals for new legislation or for changes in legislation, regulations, or ordinances pertaining to the operation of the fire or emergency medical services.

Promotes a positive image of the department in the daily performance of duties, and by interacting with the public. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long term goals for subordinates in order to best accomplish the goals of the organization. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems. Maintains discipline.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Serves as an instructor for formal classroom training.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Provides for and oversees a communication system for the department.

Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Directs the fire department equipment and personnel when the department is called to assist with special tactical situations. Establishes and implements effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations.

Directs a program of pre-fire planning in order that the

department might be prepared to provide rescue and fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application 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 medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable 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 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 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 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 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, general educational development (G.E.D.) 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 G.E.D. certificate. Applicant must also have at least eight (8) years of progressively responsible experience in 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 experience 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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