

FIRE COMMUNICATIONS CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible supervisory and technical work in planning, maintaining, and operating fire department communications facilities and services. Work extends to responsibility for being knowledgeable of technical developments in the communications and related fields for applicability to departmental needs, recommending system changes, assisting in the development of specifications for improvements and/or replacements, and for representing the communications service in formulating departmental policies and procedures. The incumbent directly supervises and evaluates the work performance of all subordinates assigned to the fire communications function. Work is carried out under general direction of the Fire Chief and is evaluated through appraisal of morale and performance of the work force and through conferences, review of performance data and reports, and observation of services.

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 and directs the activities of the fire communications division.

Evaluates the suitability of communication facilities, equipment, procedures, and reporting systems to the needs of the department.

Plans and recommends the fire communications budget for operating and capital outlay purposes, and participates in the development of departmental policies and procedures and in general departmental program planning.

Plans, assigns, supervises, and evaluates the work of all communications officers; provides training; inspects personnel and equipment.

Resolves grievances; handles personnel problems; maintains discipline and good order and morale in the workplace; approves leave requests; and recommends disciplinary action.

Evaluates the quality of maintenance services; recommends changes in the terms of maintenance service contracts and in the selection of such contractors for such services.

Represents department in developing policies and procedures for dispatching volunteer fire departments and in planning for emergency communications facilities and services for the metropolitan area.

Supervises and evaluates the general business communications system of the department.

Designs and supervises the maintenance of a records and reporting system for dispatching and service reporting purposes.

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.

Must be a regular employee in good standing in the class of Fire Communications Officer II.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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Rev	04-19-73
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