

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department and includes highly responsible administrative and supervisory duties in the areas of planning, organizing, and managing all functions, personnel, and property of the department. The Fire Chief develops and administers the departmental operating budget, performs public relations duties, provides for employee training, and oversees the care and maintenance of all department equipment and property. The Fire Chief also takes command at the scenes of fires and other emergencies, directing fire fighting, rescue, and related emergency activities, and provides for a program of fire prevention, including inspections and investigations. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the mayor of the city.

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 operation of the fire department as chief officer. Sets management policies, goals, and objectives. Determines how the department should be organized, including deciding on the number and distribution of operating units and how these units should be staffed. Evaluates the effectiveness of department operations and takes action to improve problem areas. Makes changes in department operations which will help the city improve ISO ratings.

Monitors and evaluates any local conditions which may become fire or safety hazards. Works with boards and agencies whose rules and operations affect the work of the fire department. Reviews existing or proposed legislation and formulates position statements concerning the legislation to be used by the fire department or the city administration.

Investigates complaints against department personnel and replies to the complaint. Develops a personnel recruitment and selection program. Holds meetings with subordinates for the purpose of receiving reports and disseminating information. Oversees the assignment and scheduling of subordinate employees. Provides assistance in technical areas of work. Evaluates work performance and writes evaluation reports. Resolves employee complaints and grievances, and provides for counseling for employees who are experiencing work problems. Maintains discipline among department

members by conducting corrective interviews, recommending discipline to the appointing authority, and administering disciplinary action.

Manages the accounting for the money and assets of the fire department. Gathers information for and prepares a departmental operating budget. Prepares payroll records. Oversees the expenditure of funds budgeted for fire department operations.

Determines the format for all records and reports of the department and provides for the preparation and maintenance of these records. Oversees the preparation of departmental records, including LFIRS reports. Compiles and organizes data needed and writes reports required to document the operation of the department.

Coordinates the work of the department with related federal, state, and local agencies. Serves as department representative at meetings of local civic and governmental groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Gives talks and conducts demonstrations on fire department work for schools and civic groups. Acts as department representative to the news media. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Coordinates special projects related to the public image of the fire department.

Provides for a training program for the department and insures that this program is properly staffed and supplied with training resources. Evaluates training needs and provides for outside training to meet these needs when necessary. Personally conducts classroom training. Provides for on-the-job training for new employees.

Provides for a fire prevention program for the department including inspection of buildings, enforcement of fire prevention codes, and investigation of fires suspected to be the result of arson.

Oversees the maintenance and repair of all department equipment and apparatus, vehicles, and property. Directs the testing of equipment to insure that this meets applicable standards. Prepares specifications on new department equipment for public bids. Meets with sales representatives to review products for fire department use, and maintains an inventory of supplies and equipment for the department.

Takes command at the scene of a fire or other emergency and directs operations. Performs size-up and supervises subordinates in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and providing of emergency medical services. Acts as part of the fire attack team. Oversees safety procedures. Participates in handling emergencies involving hazardous materials.

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.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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 EITHER OF THE FOLLOWING REQUIREMENTS

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least six(6) 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 full time 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.

OR

Must have an associate degree in fire science, fire administration, or a related curriculum, or a bachelor's degree in an unrelated curriculum and 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 full time 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.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been

in positions which include administrative or supervisory responsibilities. Fire service experience must include full time 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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