

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which are to respond to fires and other emergencies as fire department policies dictate, supervise subordinates in emergency operations, and supervise the investigation of the cause and origin of fires in the district. The District Fire Chief also performs reporting and administrative duties as necessary to document assigned fire department functions, and supervises the general care and maintenance of departmental equipment and property. Employees of this class work independently in most areas, receiving only general instructions from an Assistant Fire Chief. This class ranks directly below that of Assistant 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.

Manages the operation of an assigned fire department function or division. Recommends changes in management policies and department operations including recommending goals and objectives. Assists the Fire Chief and Assistant Fire Chief in determining how the department should be organized. Conducts inspections of various divisions of the department, evaluating the effectiveness of the divisions and making recommendations for correcting or improving problem areas. Organizes departmental operations having to do with equipment and apparatus. Keeps informed on modern fire fighting methods and administrative practices. Maintains discipline and counsels employees who are experiencing work problems.

Supervises subordinate employees on an assigned shift. Conducts inspections of subordinate personnel, assigns work areas and schedules, reviews work, and approves leave. Holds meetings with subordinates to receive reports and disseminate information. Resolves employee complaints, counsels employees who are experiencing work problems, and provides assistance in technical areas of work. Oversees employee performance and writes evaluation reports. Maintains discipline among subordinate employees.

Personally conducts training for departmental personnel in the classroom, and provides on-the-job training through drills and evolutions in all basic fire fighting areas.

Supervises subordinate employees at the scene of an emergency. Directs fireground operations until relieved by a superior officer. Performs size-up. Makes decisions regarding forcible entry, rescue, ventilation, nozzle and hose handling, fire extinguishment

and pump operations, use of sprinkler and standpipe systems, protection of exposures, and salvage and overhaul operations. Oversees safety procedures. Oversees the handling of emergencies involving hazardous materials. Directs first aid and CPR operations at the emergency scene.

Secures the fire scene when arson is suspected by preventing the damage or removal of evidence. Investigates causes and circumstances of fires.

Supervises the general care and maintenance of departmental equipment, vehicles, stations, and grounds. Directs the testing of equipment seeing that it meets all the required standards. Provides for the repair and upkeep of equipment and facilities, and inspects equipment after repairs.

Compiles and organizes data needed for reports. Prepares LFIRS reports.

Performs 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.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered under the authorization of 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.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.