

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is highly skilled and responsible work in the capacity of chief engineer and commanding officer, in the planning, direction, and supervision of all fire fighting operations and related work of the fire district. The fire chief is required to be on duty or subject to call at all times.

EXAMPLES OF WORK

NOTE: These examples are intended only as illustrations of the various types of work performed in this class. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or logical assignment of the position.

Directs and supervises subordinates in rescuing persons from burning buildings, fighting fires, maintenance and use of all fire department equipment including vehicles and stations;

Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority and keeps such purchases within the budget therefor;

Provides for the preparation of and supervises the maintenance of departmental records and reports concerning personnel actions, fire inspections, employee training, and other necessary records;

Investigates the cause, origin, and circumstances of all fires occurring in the district and especially those which are the results of carelessness or as the act of an incendiary, and reports all facts relating to them to the State Fire Marshall as provided by law;

Keeps posted on modern methods of fire department work of all types and keeps familiar with local conditions which the department may have to contend with in case of fire;

Sees to it that employee training is regularly carried on;

Promotes peace and harmony in the department;

Maintains discipline in the department.

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.

Must not be less than 35 years of 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 accomodation.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

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 experience in full time 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 with a paid fire department 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 bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full time fire service 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 with a paid fire department 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

Applicant must possess one of the following: high school diploma, general education development (G.E.D.) certificate, high school 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 and must have at least ten (10) years of experience in full time fire service positions currently permanent in the position of fire officer with at least two (2) years of which must have been in positions which include administration or supervisory responsibilities.

STL #3	06-23-69
Rev	08-20-91
	10-19-93
	12-16-94
	05-20-13