

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression personnel and equipment of the department on an assigned shift. Employees of this class may perform the duties of the Fire Chief in the absence of the Chief, in addition to taking command at the scene of a fire or other emergency. District Fire Chiefs provide for the production and maintenance of department records and reports, manages the inventory and maintenance of supplies and equipment, and assists with the financial management of the department. District Fire Chiefs have the authority to work independently and have their work reviewed by the Deputy Fire Chief. This class ranks directly below that of the Deputy 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 the fire department on an assigned shift by assisting with or personally conducting inspections of various divisions of the department, evaluating the effectiveness of the divisions, and taking appropriate action to correct or improve problem areas. Assists Fire Chief with the planning and organizing of departmental operations relating to equipment, apparatus and personnel. Recommends policies, goals and objectives for consideration by a superior officer. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations. Plans and organizes departmental operations having to do with personnel, equipment, and apparatus as directed. Keeps informed on modern firefighting methods and administrative practices.

Supervises fire department personnel by assigning work or duty areas and work schedules. Approves leave. Inspects the appearance of assigned equipment and personnel. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Oversees and evaluates the work performance of subordinates, such as reviewing reports written by subordinates. Writes employee evaluation reports. Discusses work performance with subordinates and the Fire Chief. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Investigates complaints against department personnel and takes action or makes

recommendation to resolve complaint. Resolves employee complaints and grievances. Maintains discipline as directed. Assists in the personnel recruitment and selection program by conducting interviews and making recommendations.

Develops of a training program for the department and sees that such program is supplied with training resources. Provides for regular employee training at all levels in areas such as, basic fire fighting, fire attack, salvage and overhaul, fire apparatus and driving fire equipment, rescue, CPR, first aid and safety. Conducts formal training in the classroom, through drills and evolutions, and providing informal or on-the-job training for new employees. Provides for outside training when necessary.

Responds to all fire alarms and emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Performs size-up and directs subordinate personnel at the scene of an emergency in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, pump operations, water supplies, and salvage and overhaul. Supervises and personally acts as part of the fire attack team when necessary. Takes charge of all safety procedures. Directs first aid operations and emergency medical services at the emergency scene. Provides for the needs of the emergency personnel at the scene of a fire. Maintains communications between the fire scene and other authorized personnel, including other emergency personnel at the scene of an incident. Acts as a coordinator between fire fighting personnel and law enforcement personnel at the scene of an emergency.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene and collects and labels evidence of suspected arson. Testifies in court when required.

Collects information for pre-fire planning by becoming familiar with all area features which might become important in a fire or emergency situation. Monitors and evaluates local conditions which may become fire or safety hazards.

Manages the accounting for the money and assets of fire department as directed by the Fire Chief. Gathers information to be used for compiling budgets. Prepares expenditure estimates. Authorizes expenditure of funds and makes purchases of equipment and supplies in accordance with established budget. Makes recommendation on major purchases for the department. Assists Fire Chief with writing requests for grants or other special funds to aid in the operation of the fire service.

Supervises preparation and maintenance the records and reports, such as personnel records, records of activity, inventory records, payroll records or any others which may be required. Reads correspondence, writes reports and completes any forms and records required. Compiles and organizes data needed for reports.

Prepares LFIRS reports. Periodically inspects systems and facilities for keeping records.

Supervises the general care and maintenance of firefighting apparatus and equipment, departmental vehicles, station and grounds, communications or any specialized equipment, and other related property. Tests or directs the testing of equipment. Arranges for repairs and maintenance as needed. Inspects equipment and fire department property to ensure that repairs were properly accomplished. Directs the inventory of supplies and equipment, by assigning the order and distribution of equipment and supplies to qualified department personnel.

Supervises and coordinates special projects related to public relations or the image of the fire department. Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature. Conducts tours of department facilities for school and civic groups. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Participates in conferences, conventions or other educational meetings.

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 examination.

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 promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall 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 be a regular and permanent employee in the class of Fire Captain for at least two (2) years immediately preceding closing date for application to the board.