

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class includes the position of chief officer for fire department operations. The employee of this class has responsibility for all areas of fire department operations, including fire suppression, inspection and investigation, training, records, maintenance and repairs of department vehicles, equipment, and buildings, and any related areas. Duties are mainly administrative and supervisory. However, the fire chief is also commander of emergency scene operations, and as such is subject to all health and safety hazards inherent in lower ranking classes. The fire chief is directly responsible to the fire board which serves as appointing authority of the fire district.

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.

Supervises the activities of all subordinate fire personnel, both paid and volunteer, at the fire station and at the scene of an emergency; sets work and leave schedules; maintains personnel records, schedules and provides training; evaluates work performance; recommends and administers discipline;

Goes to the scene of fires and other emergencies to direct fire fighting and rescue activities; positions fire fighting equipment, plans fire attack and directs paid and volunteer fire fighting personnel; performs rescue and first aid; oversees salvage and overhaul; coordinates response to fire calls for surrounding volunteer fire companies; responds to all emergencies involving hazardous materials;

Sets up a system for and maintains all records and reports of fire department and related activity required by law and by the appointing authority; fills out records and reports; writes narrative reports incorporating information in department records or acquired from research of technical manuals, bulletins, reports, etc., related to fire department operations; composes correspondence required; writes memos and bulletins for fire

department personnel to keep them apprised of changes in policies, new regulations, or any information necessary for the efficient operation the department; writes specifications for new fire fighting equipment; keeps records of department expenditures and follows budget guidelines;

Provides a training program for paid and volunteer firefighters; develops and assembles training material in areas such as hose handling, breathing apparatus, pump operations, first aid; makes lesson plans; teaches courses in the classroom and conducts drills in fire department operation; evaluates the success of training programs;

Enforces state and local fire codes; personally performs and supervises subordinates performing fire inspections - business, commercial, and residential; determines the cause and origin of all fires; investigates cases of suspected arson;

Provides for the repair and maintenance of fire department equipment and vehicles, building and grounds;

Gives talks, lectures, and demonstrations concerning fire department operations, fire safety, and related topics to school and civil groups, at nursing homes, for local industry; provides information concerning fire department operations to the news media;

Attends fire board meetings to answer questions and make recommendations concerning the operation of the fire department;

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being of legal age.

Applicants must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college 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

equivalency certificate.

Must not have less than ten (10) years of progressively responsible experience with a full-time paid fire department at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities, experience to include fire suppression and rescue, inspection, and investigation.

Must have at least two (2) years of experience in supervision of fire department personnel.

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 accommodation.

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