

FIRE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

The employee of this class plans, directs, and supervises the operations of the fire department in the capacity of chief engineer and commanding officer and related work as required. Work of this class involves a higher degree of skill and responsibility in directing fire fighting, life-saving, fire prevention, and administrative activities of the fire department. Considerable exposure to personal hazards is involved. The fire chief is required to be on duty or subject to call at all times and is accountable to the proper governing authority as head of the department.

EXAMPLES OF WORK

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Directs and supervises subordinate employees at scene of fire in rescuing persons from burning buildings, fighting fire, doing salvage work during the fire and overhauling after the fire.

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

Provides for the preparation and supervises the maintenance of departmental records and reports relating to the attendance, pay, and status of personnel, use and deterioration of equipment, data on fires, fire prevention inspections, employee training, and such others as may be helpful or required; provides for furnishing of such information to those lawfully entitled to such information.

Investigates the cause, origin, and circumstances of all fires occurring in the city and especially investigates whether such fires are the result of carelessness or the act of an incendiary and reports all facts relating to such as provided by law.

Directs the inspection of buildings for the purpose of determining the existence of conditions hazardous to life and property through fire or panic in the manner and within the limits prescribed by law or by and with the authority of the municipal government.

Informs the public of the necessity and methods of civilian cooperation in fire prevention work by means of talks, demonstrations, distribution of literature to schools, churches, organizations, civic clubs, owners and employees of public and private buildings, institutions, hotels, theaters, etc.

Provides for employee training.

Promotes peace and harmony in the department; maintains discipline by reprimanding employees guilty of minor infractions, and by reporting continued violations or those of a more serious nature to the proper governing authority.

Delegates authority to subordinates for the more effective work of the department when such delegation is not inconsistent with municipal authority, express provisions of law, or contrary to these rules.

Keeps posted on modern methods of fire department work, also local conditions which the department may be called upon to combat in case of fire.

Performs related duties as 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 employment, 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 not be less than thirty (30) years of age.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least four (4) 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 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

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate. **AND** must have at least six (6) 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.

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