

FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: The work involves the highest responsibility for administration of all activities of the municipal fire department. The Fire Chief plans, directs and controls all activities and services related to the fire fighting, fire prevention and emergency lifesaving programs of the department. The work also requires the administrative supervision, assignment and discipline of all personnel assigned to the department. The position receives general direction from the Commissioner of Public Safety through conferences and reports concerning the plans and policies to be observed in fire operations, but the incumbent works independently in carrying out fire prevention and control functions. The Fire Chief is superior to all other officers within the department and may relieve any other officer of command at the scene of a fire.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans operations, assigns personnel and equipment to house as service requires;
- Evaluates need for and recommends purchase of apparatus and equipment and assignment of additional personnel;
- Responds to alarms and directs activities at scene of major fires;
- Receives and reviews reports of all fire company activities;
- Supervises the activities of departmental in-service training programs, communications operations and fire prevention programs;
- Directs the maintenance and repair of fire fighting and emergency equipment station houses, the fire alarm communications system and all other properties of the fire department;
- Enforces all rules and regulations of the fire department through direct and subordinate action;
- Controls expenditures of departmental appropriations and prepares and submits the budget of the department;
- Oversees the accurate preparation, maintenance and forwarding of all reports and records as required;
- Attends or assigns subordinates to attend meetings and public gatherings to explain the activities and functions of the fire department and to establish favorable public relations.
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of modern fire fighting principles, practices and administration;

- Comprehensive knowledge of the operations, use and maintenance of the various types of apparatus and equipment used in fire fighting and emergency medical treatment activities;
- Comprehensive knowledge of the use of fire records and their application to fire prevention and fire protection administration;
- Comprehensive knowledge of departmental principles, rules and regulations, and of fire prevention methods;
- Through knowledge of the location of streets and the physical layout of the city;
- Through knowledge of the location of water mains, fire hydrants and major fire hazards in the city;
- Ability to plan, assign and coordinate the activities performed by a large group of employees in varied fire fighting and lifesaving activities;
- Ability to maintain discipline and respect of subordinates and to lead and command subordinates effectively;
- Ability to initiate, plan and carryout programs in fire administration, in-service training, fire prevention and emergency medical services;
- Ability to prepare and supervise the preparation of clear, accurate and comprehensive reports and budget requests; tact and courtesy;
- Resourcefulness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Completion of grammar school and ten (10) years of experience in fire fighting including one (1) year as Deputy Fire Chief; **OR**
- B. Completion of grammar school and ten (10) years of experience in fire fighting including three (3) years as a permanently appointed Battalion Chief; **OR**
- C. Completion of grammar school and ten (10) years of experience in fire fighting including five (5) years as a permanently appointed Captain.