

FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS:

This is an important administrative post involving responsibility for planning and directing all fire fighting and prevention activities. The instruction and training of recruits, as well as the maintenance of high standards of performance throughout the force are direct responsibilities of the Chief. The work is performed under the administrative direction of the City Manager, Board of Fire Commissioners, or other appointing authority. Supervision is exercised over the work of all fire department personnel.

TYPICAL WORK ACTIVITIES:

1. Takes active command at fires;
2. Assigns personnel to stations;
3. Makes recommendations for and passes upon the purchase of equipment, additions to personnel, restoration of stations and other matters for the betterment of the service;
4. Plans and directs training activities for new employees and for those in service;
5. Is responsible for the discipline and morale of the department;
6. Investigates causes of fires occurring within the municipality;
7. Prepares oral and written reports on all activities of the department;
8. Reports to the chief executive officer of the municipality on all matters;
9. Issues working orders for the department;
10. Supervises inspection of sprinkler systems, fire alarm systems, buildings and plans for compliance with Fire Prevention Code, and issues permits;
11. Plans and directs fire prevention activities including periodic inspection of buildings, premises and industrial processes for fire hazards and the education of the public;
12. Prepares departmental budget;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern fire fighting and fire prevention methods; thorough knowledge of local fire prevention laws and ordinances; thorough knowledge of State regulations on Fire and Police Safety and State and County Mutual Aid Systems; thorough knowledge of the use and maintenance of fire fighting equipment; thorough knowledge of first aid methods; thorough knowledge of the local building code; thorough knowledge of the geography of the locality; thorough knowledge of the fire hazards and fire history of the locality; ability to plan, lay out and supervise the work of others; ability to develop contingency plans for a variety of disaster situations; ability to establish satisfactory working relationships with other governmental officials and the public; integrity; initiative; resourcefulness; tact and courtesy; good judgement; physical condition commensurate with the demands of the position.

FIRE CHIEF (Cont'd)

MINIMUM QUALIFICATIONS:

Promotion:

- EITHER: (A) Three (3) years of permanent competitive status as a Deputy Fire Chief and/or Fire Captain;
- OR: (B) Four (4) years of permanent competitive status as a Fire Lieutenant and/or Fire Captain.

PS6104

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 09/08/78
 09/21/94