

FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the administration, planning and coordinating of all firefighting and fire prevention activities in a City. The position entails responsibility for the protection of lives and property, the instruction and training of firefighters as well as the maintenance of high standards of performance throughout the department. The work is performed in accordance with policies and objectives established by the City Charter, Mayor and City Council allowing wide leeway for the exercise of independent judgment in carrying out the activities of the department. The work is reviewed by the City administration through written and oral reports and conferences. Does related work as required.

TYPICAL WORK ACTIVITIES (illustrative only):

Plans, coordinates and directs the overall activities of all firefighting units;
Reports to and assumes command at all major fires and extraordinary emergencies;
Assigns personnel to perform specialized firefighting and fire prevention duties;
Supervises the investigation and determination of causes of fires;
Directs the inspection of buildings for fire hazards to ensure compliance with fire prevention ordinances;
Maintains discipline and promotes the morale of the fire department;
Reviews reports and makes inspections to determine the condition and efficiency of all firefighting units;
Directs and inspects the maintenance and repair of all firefighting equipment;
Directs the training of Fire Department personnel;
Prepares and presents the annual budget for the Fire Department;
Recommends the purchase of supplies and equipment and the replacement of deficient firefighting equipment;
Attends meetings and conferences and addresses interested groups regarding fire prevention and firefighting activities;
Studies and sets up plans for dealing with possible conflagrations and other emergencies;
Initiates and develops public relations policies for the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern firefighting and fire prevention principles, practices and equipment;
Thorough knowledge of the City's fire prevention, laws and ordinances;
Thorough knowledge of the geography, building constructions and major fire hazards of the municipality;
Thorough knowledge of rescue and first aid techniques;
Ability to administer, supervise, evaluate and conduct training programs;
Ability to make detailed observations and to translate these into a well-organized comprehensive written report;
Ability to lead and supervise subordinates;
Ability to maintain discipline and promote morale;
Ability to develop and maintain good relations with the public;
Resourcefulness;
Sound judgment in emergencies;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) One year of experience as an Assistant Fire Chief; or
- (b) Two years of experience as a Fire Captain; or
- (c) Three years of experience as a Fire Lieutenant.