

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief of all fire department operations. The work involves responsibility for the administration and coordination of all fire department activities through supervision of subordinate officers and review of their activities. The employee of this class makes administrative and operational decisions pertaining to fire fighting, fire prevention, financial management, public relations, facilities and equipment, training and the enforcement of fire laws, regulations, and established policies. Reports to and has work reviewed by the Mayor-President.

### **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.

Manages the total operation of the fire department as chief officer. Sets management policies, and determines short and long term goals and objectives. Determines how the department and personnel should be organized, including number of operating units and distribution of such units. Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to fire department operations to see if any changes need to be made. Identifies departmental programs and procedures needing improvement and develops methods for evaluating the quality and effectiveness of service in these areas. Negotiates with employee labor union. Establishes an internal control system to monitor, analyze, and investigate procedures and practices, and to evaluate the conduct, and quality of personnel and operations. Establishes and oversees a communications system for the department for receiving calls or alarms and for the dispatching of units and personnel.

Oversees the accounting for the money and assets of the department. Prepares an operating budget for the department. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Writes reports, letters, requests for grants, and proposals for new or amended legislation, regulations, or ordinances. Reviews media releases and occasionally makes public service announcements.

Addresses school, civic, and governmental groups concerning the activities and programs of the fire department. Handles complaints from the public about the operation of the fire department or any related areas of emergency services. Coordinates the work of the department with related federal, state, and local agencies.

Outlines duties performed and responsibilities for subordinates. Reviews work to be done and delegates assignments to subordinates. Approves leave and adjusts work schedules. Maintains discipline within the department by counseling employees who are experiencing work problems, by meeting and working with individual employees and employee groups, by addressing and resolving grievances if possible, and by taking any other action deemed necessary.

Oversees training needs, and establishes a training program for the department; sees that the program is properly staffed and supplied with training resources or provides outside training to meet the needs.

Plans and implements an emergency management system for identifying and dealing with potential hazards. Directs fire department equipment and personnel at fires, special tactical situations, emergencies involving hazardous materials, or any other situation requiring the fire department. Directs fireground communications during fireground operations.

Develops a program of fire inspections, pre-fire planning, and fire investigations, making sure that they are in accordance with all applicable federal, state, and local laws and regulations.

Performs any related duties 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.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

#### **EITHER**

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible full time experience in 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 experience 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 a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least ten (10) years of progressively responsible full time experience in fire service positions; must have two (2) years supervisory or administrative experience. Fire service experience must include experience 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, 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, **and** at least fifteen (15) years of progressively responsible full time experience in fire service positions, and be in the classification of Fire Captain (or equivalent) or above, and at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience 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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|     | 02-24-60 |
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|     | 09-17-74 |
|     | 06-18-79 |
|     | 05-22-90 |
|     | 05-04-92 |
|     | 11-18-04 |
|     | 10-18-07 |
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