

## **FIRE CHIEF**

(Competitive Class)

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

This class encompasses the highly responsible position of chief officer over all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class directs all fire suppression and emergency operations, organizes the personnel management functions and sets management policies, goals and objectives for the department. The Fire Chief works independently, reporting to the DeSoto Fire Protection District Number 9 Fire Board of Commissioners.

### **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. Organizes the department by creating a structure that will best utilize available resources in providing fire protection services. Develops management policies, goals, and objectives for the department. Determines target areas for fire prevention or public education efforts and develops such programs to meet identified community needs. Directs programs of pre-fire planning, fire inspection, and fire investigation. Evaluates the productivity and effectiveness of departmental programs and initiates procedures to improve the quality of service as needed. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations. Develops and implements an emergency management system by assessing the department's capabilities of dealing with potential hazards. Oversees fireground operations, including size-up, strategy, communications, equipment or personnel assignments and the reevaluation of decisions as necessary. Directs the handling of special tactical situations or medical emergencies and determines action to be taken in response to the situation.

Organizes the personnel management functions of the fire department. Creates work cycles and deploys manpower in a manner which most efficiently provides for required services while minimizing expenses. Develops a personnel recruitment and selection program in accordance with EEOC standards and interviews prospective employees, making recommendations for hiring. Assists in the development of and administers a comprehensive personnel plan providing for compensation and benefits. Communicates with boards and agencies whose rules or operations may affect the careers of the fire department employees or the work of the fire

department. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Investigates complaints from employees and provides for employee grievance resolution procedures. Counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and notifying employees of disciplinary action taken.

Oversees the supervision of subordinate personnel by delegating and reviewing assignments, adjusting work schedules approving leave, assigning work spaces, outlining responsibilities and setting long-term goals for employees. Provides subordinates with supplies, tools, and resources necessary and ensures that resources are used economically. Determines performance standards for department personnel and establishes procedures for evaluating employee performance. Establishes and maintains a system of inspections to observe the appearance of department equipment and subordinate personnel. Oversees the work pace and progress of assigned jobs. Evaluates the work performance of subordinates and writes employee evaluation reports. Holds formal meetings for the purpose of receiving and disseminating information. Provides for employee growth and career development by giving constructive feedback, providing motivation and helping employees to develop career goals. Maintains promotional eligibility lists and makes or recommends promotions in accordance with civil service law.

Evaluates the training needs of the department and establishes and maintains the training program. Provides on-the-job training for department members, including explaining policies, procedures or rules and providing assistance in technical areas of work. Arranges for outside instruction to meet any needs not available in the departmental training program. Oversees the development and implementation of a safety program for the department and ensures subordinates receive appropriate safety training. Monitors any local conditions which may create situations the department may be called upon to handle. Devises a risk management program to control departmental losses. Investigates all accidents or injuries involving department equipment or personnel in order to make changes in procedure to avoid future accidents. Provides for good housekeeping and takes action necessary to control accident hazards.

Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy concerning the format, content and retention of fire department records. Supervises the preparation and maintenance of department records and reports. Develops a report review system for analyzing the quality of fire service. Reviews records and reports completed by subordinates. Periodically inspects record-keeping systems and facilities. Personally completes all forms, records, and reports required including fire investigation and inspection reports. Collects, organizes and analyzes data to be used in planning, problem solving and making management decisions. Reviews incoming communications, making assignments or routing work to the appropriate person.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations, grounds, and other related property. Reviews products and prepares specifications for fire department equipment. Oversees the maintenance of inventory and purchases supplies and equipment for the department. Obtains estimates on repair costs, arranges for repairs, and inspects equipment or property afterward to see that repairs were properly accomplished. Authorizes the expenditure of funds allocated for departmental operations, making sure such expenditures are in accordance with the budget.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Writes letters in response to written or oral requests addressed to the fire department. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Coordinates the work of the department with related federal, state, and local agencies. Writes public service announcements or news releases and acts as official department representative to the news media.

Performs any other related duties.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to 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 be at least twenty-one (21) years of age.

Must possess certification as Emergency Medical Technician-Basic or higher.

#### **MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS**

##### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related 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 should 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 seven (7) years of 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 should 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. Must also have at least ten (10) 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 should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.