

# **JOB DESCRIPTION: FIRE CHIEF**

## **PURPOSE**

To describe the distinguishing features of work, examples of essential duties and responsibilities, other duties and responsibilities, qualification requirements, certification and demands of the individual employed as rank of Fire Chief.

## **DISTINGUISHING FEATURES OF WORK**

The work involves responsibility for direction of all fire fighting and prevention activities of the District, including the development through study and consultation with other officials, of recommendation and plans for the protection of life and property within the community. The work requires a broad knowledge of fire department administration, modern fire fighting, and fire prevention methods and techniques in making proper determinations on varied work problems encountered. Work is performed under the general direction of the Board of Trustees, however the employee works independently in supervision all technical operations and accomplishing desired work results. Work is reviewed through submission of reports and through discussions and conferences with the Board of Trustees.

## **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

Listed below are representative descriptions of the kinds of essential duties and responsibilities that this position includes:

- Control all activities and operations of the Fire Department
- Conduct fire-extinguishing operations with primary regard for the protection of life and property.
- Respond to fire alarms and other related emergency calls and deploy fire apparatus and fire department personnel in the most advantageous manner for the control and extinguishments of fire and preservation of life and property.
- Insure proper management and discipline of the members of the Fire Department
- Establish suitable measure to put into effect the policy, rules, regulations, and guidelines necessary for efficient operation of the Fire Department.
- Reprimand and recommend removal from the service for cause, any member of the Fire Department in accordance with rules and regulations.
- Hold meetings with fire officers for the purpose of reporting on training practices, policy matters, working conditions, and other related subjects that affect the efficiency of the department operations.
- Maintain a complete record of fire apparatus and fire equipment and supervise the proper care and maintenance of the department apparatus and equipment.
- The Chief will be in charge at all times and decisions shall be final.

- Examples of work (illustrative only)
  - Plans department operations with respect to equipment, apparatus and personnel; supervised both short-range and long-range implementations of plans after general approval. Studies the general trends and implication of change in methods of building construction and fire fighting equipment and apparatus, and directs departmental planning to meet these trends and implications.
  - Directs allocation of manpower and equipment for the maximum effectiveness.
  - Maintains liaison with Board of Trustees and provides comprehensive program of department training and employee development. Supervises the preparation of the department budget, the procurement of materials, supplies and equipment, and the maintenance of adequate records. Keeps informed as to personnel, property, and operations. Directs the preparation of directives, special orders, instruction, notices, and other forms of communication to the department; directs the preparation of manuals for use of department personnel; participates in the preparation of specifications for new equipment.
- Experience:
  - Requires extensive experience as a firefighter to the degrees that the Fire Chief can lead, instruct, train and motivate subordinate firefighters.
  - Requires extensive knowledge of Department equipment and apparatus.
  - Requires extensive knowledge of Department rules, regulations, policies, and guidelines.
  - Requires extensive knowledge of geography, streets, landmarks, and buildings within the District and surrounding areas.
  - Firefighter II certification preferred