

JOB TITLE: Fire Chief

DEFINITION: Under administrative direction, plans and directs the activities of the fire department in the protection of life and property; performs related work as required.

JOB FUNCTIONS:

Examples of Essential Job Functions: Plans, directs, and reviews activities of personnel performing fire inspection, prevention, suppression, and emergency services; initiates and advises on the development of ordinances and regulations; revises, develops, and enforces city fire code; directs all fire inspection and enforcement activities of the fire code as adopted, and permit procedures; makes recommendations to the City Council for the establishment and maintenance of an adequate fire defense; directs the preparation of reports for City officials; prepares department budget estimates; supervises the preparation and maintenance of records and reports; prepares long-range plans for the development of the department; meets with community groups and officials to explain and improve departmental programs; prepares specifications for fire apparatus; directs firefighting; supervises subordinate officers in the development and operation of fire training and fire prevention programs; directs fire prevention and arson investigation activities and coordinates activities involving insurance companies, state and federal agencies; coordinates activities of the department with those of departments responsible for water service on problems relative to fire protection; responds and takes charge of emergency calls when off duty; studies the standard rating schedule of the Insurance Services Office and prepares plans for improving the city's rating; makes assignments and supervises subordinate officers in the care and maintenance of stations and equipment; reviews reports on departmental activities; supervises tests of equipment and inspections of personnel, equipment, and quarters; attends conferences and meetings on fire prevention and extinguishment problems; drives vehicles as needed.

Other Job Functions: Requisitions supplies; approves payrolls; prepares articles and delivers speeches.

EQUIPMENT:

Equipment Essential to the Job: International Fire Code, NFPA Life Safety Code, municipal code, International Building Code, professional journals, pager, mobile radio, motorized fire apparatus, fire equipment and appliances, computer, cell phone, plans and blueprints, fax machine, telephone, light vehicles, calculator, employee benefits manual, firefighting reference text, fire pre-plans, and water distribution maps.

Other Equipment Used on the Job: Personal computers, word processing, spreadsheet, database, and computer calendar software; computer printer, personnel policies manual, U.L. listed appliances and equipment, OSHA regulations, fire department equipment manuals.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motions.

Physical Characteristics of Work: Sedentary work requiring exertion up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. The work involves sitting for long periods of time. Walking and standing are required occasionally.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, and extensive reading.

Environmental Conditions: The work is performed inside or outside and includes being exposed to cold, heat, noise, vibration, mechanical or electrical hazards, atmospheric conditions that affect the respiratory system, oils, and use of Self Contained Breathing Apparatus.

EMPLOYMENT STANDARDS:

Education and Experience: Possession of a Bachelor's degree in Fire Science or a closely related field, and 5 years' experience as a fire captain or higher rank. A Bachelor's degree or higher in any discipline may substitute for the degree in Fire Science at the discretion of the city. Completion of the National Fire Academy Executive Fire Officer program preferred. Equivalent combinations of education and experience may be considered for recruitment purposes.

Licenses and Certificates: Valid driver license required.

Knowledge, Skills and Abilities Necessary to Perform Essential Functions: Knowledge of fire administration including organization, staffing, financing, equipment, management, and maintenance, records and reports; knowledge of modern fire prevention and inspection methods; knowledge of building, sanitation, and life safety codes; knowledge of modern firefighting techniques and problems including those involved in industrial, commercial, and residential structures and in large fuel fires; knowledge of the capabilities and limitations of a wide range of firefighting equipment; knowledge of fire alarm transmission, equipment maintenance and drill procedures.

Skill in the application of modern fire prevention and suppression techniques and methods; skill in the evaluation of tactical and operational requirements of situation involving large, destructive fires; skill in the enforcement and revision of building, sanitation and life safety codes; skill in the application of administrative and management methods and procedures to departmental activities.

Ability to plan, schedule and review the activities of the fire department and to maintain discipline; ability to enforce building, fire, and life safety codes; ability to facilitate community growth within existing codes and strengthen this principle through the organization; ability to play a key role in the city' executive management team; ability to inspect the effectiveness of a firefighting organization and to institute improvements; ability to establish and maintain effective working relationships with subordinates, other officials and the public; ability to address an audience effectively; ability to operate vehicles.