

**Fire Chief  
Job Description**

**(revised 08/07/12)**

**DRAFT**

**GENERAL DEFINITION OF WORK:**

Under administrative direction of the mayor, directs, plans, and manages all fire fighting, fire prevention, emergency medical services, and emergency management activities for the protection of life and property in the city.

**ESSENTIAL JOB FUNCTIONS:**

- Direct and coordinate department activities including fire suppression and prevention, rescue, emergency medical treatment, hazardous materials response, training programs, and equipment maintenance and repair.
- Plan and direct the implementation of the department's short-and long-term goals, objectives, and strategies in accordance with the city's mission.
- Prepare reports on departmental activities and supervise others in the preparation of reports to the mayor and city commissioners.
- Direct and participate in the development and administration of annual departmental budget; evaluate needs and make recommendations for the purchase of apparatus and equipment.
- Monitor and evaluate the efficiency and effectiveness of services provided, evaluate new trends and innovations in the field of fire services, and establish operational standards and policies for the department accordingly.
- Oversee and approve the selection, assignment, training, promotion, evaluation, and discipline of personnel.
- Develop and maintain a comprehensive emergency management plan for the city and serve as the city liaison with surrounding municipalities and government agencies to coordinate mutual emergency management plans.
- Review legislation to assure fire department compliance with appropriate fire and emergency service-related laws, regulations, statutes, and codes and direct fire department inspection/enforcement activities.
- Coordinate fire department activities and maintain working relationships with other city departments, community groups, and the public, and federal, state, county, and local fire related agencies.
- Represent the department at a variety of meetings, public functions, and conferences to provide and obtain information and to promote and coordinate fire department activities.
- Respond to emergencies as required, assume command when appropriate or necessary, perform the full range of duties of a firefighter including operation of fire apparatus and providing emergency medical care as needed.
- Participate as a member of the city's management team, assisting the mayor and commission on fire service-related matters.

**Summary of Duties**

- Lead and manage the fire department.
- Prepare and present reports to the city commission.
- Represent the fire department at meetings and public functions.
- Responsible for all fire suppression duties necessary to save life and property.
- Combat, extinguish and/or prevent fires rapidly and efficiently, performing varied duties as required under emergency conditions (frequently involving considerable hazard).
- Provide emergency medical response and aid.
- Perform rescue/extrication operations where necessary to prevent loss of life or further injury from any cause.

- Provide service assistance with respect to, but not restricted to the following, police, paramedics, and public.
- Responsible for station maintenance and upkeep of firefighting equipment and fire department property.
- Responsible for upgrading and maintaining skills/knowledge and physical requirements to current standards.
- Perform duties in fire prevention, public education and communications as assigned.

### **Work Performance**

- Performs a variety of managerial tasks directing and managing the efficient operation of the fire department.
- Handles confidential and sensitive material in a highly professional manner.
- Plans and schedules the work of others and supervises, motivates, and evaluates staff.
- Responds to all emergency fire calls immediately, as directed.
- Drives and/or operates any vehicle or equipment as assigned.
- Performs a variety of rescue related duties to protect the public and lessen severity of injuries.
- Lays and connects hose; holds nozzles and directs high pressure water streams, raises, climbs and works from ladders, and uses or operates all equipment associated with the control and extinguishment of fire or other incidents.
- Wears self-contained breathing apparatus and full protective clothing while working in noxious and/or smoke filled environments.
- Ventilates buildings or areas to release heat, smoke or fumes.
- Places salvage covers so as to protect property and prevent water damage.
- Performs overhaul operations in order to ensure fire is completely extinguished.
- Responds to medical/first responder calls, drives, checks safety of immediate area, brings required medical equipment.
- Assesses the situation/victim by taking medical history, visual and vital signs.
- Conducts appropriate intervention, including CPR, or other first-aid as required.
- Assists paramedics – conveys information, lifts and carries heavy patients, etc.
- Assists with traffic control as needed, and manages crowd/bystanders/victim's relatives, etc.
- Performs a variety of rescue related duties to protect the public and lessen severity of injuries related to motor vehicle accidents, confined space entrapment, water hazards, industrial accidents, incidents involving hazardous materials, etc.
- Assesses and performs extrication of the victims in motor vehicle accidents.
- Performs maintenance duties to apparatus, equipment and department property.
- Participates in departmental training programs to be proficient, knowledgeable and up to date with respect to equipment and procedures for fire-fighting, medical and other emergencies.
- Participates in public relations projects involving visits, demonstrations, parades, etc.
- Assists with on-the-job training of other firefighters.
- Performs inspections and assessments related to fire prevention duties.
- Performs other duties as assigned.