

FIRE CHIEF

PURPOSE OF JOB

Employees in this class are under administrative direction. Work performed in planning, organizing, and directing all activities of the department; performs other work as required.

EQUIPMENT/JOB LOCATION

- Supervises the operation of fire fighting equipment to include, but not limited to, nozzles, hoses, self-contained breathing apparatus, power saw, pumps and generators
- The employee will operate an automobile or truck with radio transmitting and receiving capabilities for constant access
- Supervision must be performed in all kinds of weather conditions
- The employee is exposed to extreme heat, smoke, hazardous chemicals and falling materials. Must physically and mentally be able to climb to different heights and function in close quarters
- A large part of duty time is administrative duties performed in the office

ESSENTIAL FUNCTIONS OF THE JOB

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be requires and assigned.

- Directs the supervision of the department through subordinates
- Directs responses to alarms and supervises the suppression of fires including entry, rescue, and first aid
- Coordinates formal and on-the-job training programs for both recruits and experienced personnel
- Performs administrative activities for the department including the records, payrolls, and annual budget estimates
- Coordinates the assignment, utilization, and discipline of personnel
- Directs the maintenance, repair, and replacement of fire fighting equipment
- Supervises the inspection of buildings for fire hazards
- Interviews prospects for positions in the department and makes recommendations to the City Administrator
- Keeps records and makes reports

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Monitors in-station housekeeping and maintenance
- Directs the planning of fire prevention and fire safety programs
- Supervises the investigations of fires to determine cause
- Attends conferences, schools, and conventions
- Deals with citizen complaints regarding Fire Department procedures

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the principles and practices of fire suppression, administration, operations and supervision

- Knowledge of all legal regulations regarding employee health and safety
- Knowledge of personnel policies and procedures
- Knowledge of fire prevention methods and of State and City regulations as applied to fire fighting and prevention
- Knowledge of the City's provision for emergency situations
- Knowledge of geographic area of the City
- Knowledge of the capabilities and limitations of a variety of fire fighting equipment
- Knowledge of the use of fire records and their application to the solution of fire problems
- Knowledge of the principles and practices of fire supervision
- Ability to drive and operate City's fire engines
- Ability to react quickly and calmly in emergency situations and to determine proper course of action
- Ability to operate a variety of fire fighting equipment
- Ability to initiate, plan, and carry out programs in fire administration
- Ability to plan and direct the work of subordinates
- Ability to develop and maintain a minimum level of physical fitness Standards to be set using NFPA 1582. Ability to establish and maintain an effective working relationship with the public and other employees
- Ability to communicate/interact with the crew as a viable team member
- Ability to prepare and effectively present oral and written instructions

QUALIFICATIONS

Any combination of training and experience equivalent to:

- High school diploma or equivalent
- Completion of specialized course work in fire fighting principles, practices, and administration
- Six years of progressively responsible supervisory or administration experience in fire fighting services, of which two years must have been in a responsible supervisory or administrative capacity
- Satisfactory completion and certification of Fire Officers School Level I, II, III, and IV
- Possession of a valid Tennessee operator's license
- Residency within Warren County required
- Must be examined by a city designated physician to make a determination if applicant will be able to perform all essential duties required of this position
- Must be physically able to complete a job task related physical abilities exam yearly.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIRMENTS: Must be able to operate a variety of machines, tools and equipment which include a motor vehicle, computer, generator, fire engine, fire pump, fire hydrant, axe, shovel, power tools, hand tools, etc. Must be able to use body members to work, move or carry objects or materials. Tasks require the ability to exert moderate,

though not constant physical effort, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some:

Lifting: May occasionally lift objects as part of regular duties (i.e., hoses or tools). Occasionally will require lifting over shoulder height. May include lifting persons in distress, unconscious, et cetera. Weights range up to 250 pounds, but routinely weigh 10 to 50 pounds. May occasionally require the ability to care persons down a ladder or with a fireman's carry unassisted.

Carrying: Objects may be of different substances or shapes. Some carrying may be under emergency conditions.

Pushing/Pulling: of objects and materials in full turn out gear. Must have the ability to drag/pull a charged/uncharged hose as needed. Distances and times are unquantifiable due to the unpredictable environments. Must have the ability to gain forcible entry such as penetrating a locked door, breaching a wall, ceiling pull etc. Must be able to exert in excess of thirty-five (35) pounds of force occasionally, and/or in excess of ten (10) pounds of force frequently.

Climbing: Must be able to climb stairs/ladders while in full gear; this may also require carrying necessary tools/hoses. May work for prolonged periods of time in the interior/exterior of burning buildings. Physical demand requirements are at levels of those for very sedentary work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Some tasks require the ability to perceive and discriminate colors, or shades of colors, sounds, odor, depth, and visual cues or signals. Vision requirements include being able to read small prints such as maps.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative, firefighting and emergency medical information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Fire Chief. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Fire Chief.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Fire Chief.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

ENVIRONMENTAL FACTORS: Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, wetness, humidity, rain, fumes, smoke, temperature and noise extreme, electric currents or toxic agents.

EQUIPMENT MACHINERY AND MATERIALS UTILIZATION: Requires the ability to operate and control a vehicle and fire fighting equipment such as nozzles, hoses, self-contained breathing apparatus, power saws, pumps generators, and various office equipment and supplies, etc.

Note: The City of <Anytown> is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the City of <Anytown> and the

employee and is subject to change by the employer as the needs of the City and requirements of the job change

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