

Fire chief

Job Description

PURPOSE OF THE POSITION

The fire chief is responsible for organization and direction of the volunteer fire department in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized.

SCOPE

The fire chief reports to mayor. He is responsible for directing the activities of the fire department and is the sole authority and command at the scene of a fire. The fire chief is responsible for directing all volunteer fire fighters and ensuring that fire fighters have adequate training. The fire chief is responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order. The fire chief will develop all policies and procedures concerning firefighting in accordance with municipal ordinances, state law, and federal laws and regulations. Providing adequate fire services will enhance the safety of residents and may prevent or reduce unnecessary injury, loss of life or damage or destruction of property as a result of fire.

RESPONSIBILITIES

1. Develop, review and implement all firefighting policies and procedures in accordance with municipal ordinances, state law, and federal laws and regulations. Main Activities:
 - Establish appropriate firefighting techniques
 - Plan firefighting strategies
 - Liaise with the Emergency Response Committee
 - Ensure firefighting policies and procedures are strictly adhered to
 - Make recommendations on changes to the firefighting by-law
2. Recruit, train and direct the activities of volunteer fire fighters in order to ensure that trained fire fighters are available in the event of a fire. Main Activities:
 - Recruit and orient volunteer fire fighters
 - Ensure a high level of morale among fire fighters
 - Facilitate the training of volunteer fire fighters
 - Evaluate the performance of fire fighters
 - Discipline and/or dismiss fire fighters if necessary
3. Inspect firefighting equipment in order to ensure appropriate equipment is available as required. Main Activities:
 - Inspect the fire truck on a regular basis
 - Inspect firefighting equipment and apparatus on a regular basis
 - Make recommendations on the replacement and/or repair of equipment
 - Make inspections of places of business to ensure compliance with regulations
4. Takes command in the event of a fire in order to ensure a safe, effective and controlled response. Main Activities:

- Ensure effective command and control techniques are in place at the scene of the fire
 - Make all decisions concerning the appropriate response to and method fighting a fire
 - Direct all activities at the scene of the fire
 - Ensure that fire fighters are responding in a safe and appropriate manner
 - Investigate the cause of fire once it has been extinguished
5. Complete administrative tasks as required. Main Activities:
 - Maintain records on incidence of fire, injuries and loss of property
 - Prepare reports on all areas of firefighting
 - Monitor the firefighting budget
 - Implement fire prevention education and awareness programs
 6. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

Must have proficient knowledge in the following areas:

- knowledge of firefighting techniques and methods
- knowledge of command and control techniques
- knowledge of fire investigation and evidence gathering techniques
- knowledge of firefighting training programs
- knowledge of training techniques and methods
- knowledge of firefighting public education and awareness programs
- knowledge of public safety theories and methods
- knowledge of emergency response techniques
- knowledge of emergency procedures, emergency first aid, and CPR
- knowledge of volunteer training, development and recognition

Skills

Must demonstrate the following skills:

- leadership skills including the ability to take full command at the scene of a fire
- analytical and problem solving skills
- decision making skills
- negotiations skills
- effective verbal and listening communications skills
- ability to deal effectively with people in difficult situations
- effective written communications skills including the ability to prepare reports and business documents and correspondence
- effective public relations and public speaking skills
- research and program development skills
- stress management skills
- time management skills

Personal Attributes

Must demonstrate the following personal attributes:

- maintain standards of conduct
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- be consistent and fair

WORKING CONDITIONS

- The fire chief may be involved in physically draining and exhausting activities, which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations.
- The fire chief will have to carry heavy firefighting equipment while climbing ladders and going through buildings.
- The fire chief will be exposed regularly to water in extreme weather conditions.
- The fire chief will be exposed to noxious smoke and fumes as a result of fire.
- The fire chief will have to manage a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of residents.
- The fire chief will be exposed to environments that are dangerous, busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.
- The fire chief will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight.
- The fire chief will require extreme levels of concentration during a firefighting situation.
- The fire chief will experience very high levels of mental and emotional stress caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property.

MINIMUM REQUIREMENTS

- Possession of high school diploma or GED
- At least seven (7) years paid or verifiable, active volunteer experience as a firefighter, including three years as a superior officer (for example as Lieutenant, Captain, Deputy Chief or Chief)
- Must be certified as a Fire Fighter II and Fire Officer I through the Tennessee Commission on Fire Fighting and Personnel Standards and Education
- Must be certified in emergency medical care at the level of first responder or higher
- Must possess and maintain a valid Tennessee Driver's License
- Must live within a 10-mile radius of the city limits of <Anytown>
- Must successfully pass a background check and drug screen