

FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involved in planning and directing the overall activities of a municipal fire department. The incumbent is responsible for directing all activities from training to fire fighting and fire prevention activities and in enforcing all department rules and regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assumes overall command at all major fires and emergencies;
Plans, coordinates and directs activities of all fire fighting units;
Supervises the investigation and determination of causes of fires;
Maintains discipline and promotes the morale of the department;
Reviews reports and makes inspections to determine the condition and efficiency of all fire fighting units;
Directs the preparation and maintenance of personnel and activities, records and reports;
Prepares and presents monthly reports and the annual budget for the Fire Department;
Attends meetings and conferences and addresses interested groups regarding fire prevention and fire fighting activities;
Initiates and develops public relations policies for the department;
Issues working orders for the department; sets hours of duty, vacation, etc., members of the force;
Plans and directs fire prevention activities, including periodic inspection of buildings and premises for fire hazards for the purpose of educating the public.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge in the administration of a fire fighting organization which involves the planning, projection of and development of an effective fire fighting force;
Thorough knowledge of the local building code, fire prevention laws and ordinances;

Ability to plan, direct and monitor the work of subordinates and to promote morale;
Ability to plan, supervise and coordinate fire fighting and fire prevention activities;
Ability to develop cooperative relations with the public;
Familiarity with the physical layout of the municipality and with the fire hazards and condition of buildings within the municipality;
Physical condition commensurate with the demands of the position.

PROMOTIONAL QUALIFICATIONS:

Village of Endicott: Four years experience as a Fire Captain, or two years experience as a Fire Marshal in the Village Fire Department.

Village of Johnson City: Six years as a Fire Lieutenant, or three years experience as a Fire Captain, or two year's experience as a Fire Marshal or Assistant Fire Chief in the Village Fire Department.