

FIRE CHIEF

GENERAL STATEMENT OF DUTIES: Administrative responsibility in charge of all fire prevention; firefighting activities duties related to functions of Emergency Manager and office of Emergency Management; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative work involving responsibility for planning and coordinating the activities of and for the condition and efficiency of all firefighting units and all ambulance units of the municipality. The work is performed under administrative direction in accordance with the established policies and objectives permitting considerable exercise of independent judgment in directing the activities of the Fire Department. The work is reviewed through conferences and reports and general supervision is exercised by Board of Public Safety.

EXAMPLES OF WORK: (Illustrative only)

- Plans, coordinates and directs the overall activities of all firefighting units and emergency ambulance services;
- Assigns personnel to perform specialized firefighting, fire prevention, and ambulance duties; and activities that support accepted general public safety and/or emergency management function.
- Conducts or causes to be conducted an investigation of fires and determination causes of fires;
- Directs the inspection of buildings for fire hazards to insure compliance with fire prevention ordinances;
- Supervises emergency ambulance service and emergency first aid performed;
- Maintains discipline and promotes the morale of the Fire Department;
- Reviews reports and makes inspections to determine the condition and efficiency of all firefighting units;
- Takes measures to correct deficiencies when they occur;
- Directs and inspects the maintenance and repair of all firefighting equipment;
- Directs and inspects the maintenance and repair of all emergency ambulance equipment;
- Directs the preparation and maintenance of personnel and activities records and reports;
- Interviews candidates for appointments to the department and makes recommendations;
- Directs the training of Fire Department personnel;

- Prepares and presents monthly reports and the annual budget for the Fire Department;
- Recommends the purchase of supplies and equipment and the replacement of deficient firefighting, EMS and emergency management equipment;
- Attends meetings and conferences and addresses interested groups regarding fire prevention and firefighting activities;
- Studies and sets up plans for dealing with possible conflagrations and other emergencies;
- Initiates and develops public relations policies for the department;
- Acts as the City's emergency management coordinator to plan, organize and implement the City's emergency management program.
- Coordinates emergency management services during times of disaster emergencies or special events requiring such services.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Comprehensive knowledge of modern firefighting, fire prevention, emergency ambulance service, emergency management coordination, planning and methods; thorough knowledge of the City's building code and fire prevention laws and ordinances, familiarity with the physical layout of the City and with the fire hazards and conditions of buildings within the City; reasonable familiarity with current literature in the field; special ability to plan, supervise, and coordinate the work of others; ability to maintain cooperative relations with other City officials and the general public; resourcefulness; good judgment; good physical condition.

MINIMUM QUALIFICATIONS: Effective January 20, 2019, to be eligible for provisional or permanent appointment as a Fire Chief, candidates must meet the following qualifications:

1. Possession of National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standards for Fire Officer Professional Qualifications; and
2. Maintain fitness standards in compliance with OSHA 29 CFR 1910.134 Respiratory Protection Standard and 29 CFR 1910.156 Fire Brigade Standard.

NOTE: The following education and experience may be substituted for NFPA 1021 Fire Officer 3 Certification, upon the approval of the State Fire Administrator:

- (a) NYS Supervisory Level I certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer I certification) and 10 or more years of service as a fire chief in a civil service position; or
- (b) Possess National Certification as a Fire Officer 2, pursuant to NFPA 1021; and
 - i. 10 or more years of progressive supervisory responsibility in the field of fire or emergency services and 60 college credits; or
 - ii. 5 or more years of progressive supervisory responsibility in the field of fire or emergency services and 120 college credits; or
 - iii. 5 or more years of service as fire chief, in a civil service position; or
 - iv. 5 or more years of service as a chief officer (Assistant Chief, Battalion Chief, Deputy Chief) in a civil service position and completion of the National Fire Academy, Executive Fire Officer Program or the Center for Public Safety Excellence, Chief Fire Officer designation.

SPECIAL REQUIREMENTS:

- A. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
- B. Possession of certification as, at minimum, a New York State Emergency Medical Technician (EMT-B), although preference in hiring will be given to candidates who possess certification as an Advanced Emergency Medical Technician/Paramedic (AEMT-P). The certification must be maintained for the duration of employment. If the appointee does not possess an AEMT-P Certification at the time of appointment, he or she must obtain the AEMT-P Certification within five years of appointment as a Fire Chief.

Revised CSC: 2/16/05
Revised CSC: 11/2/06
Revised CSC: 10/15/08
Revised CSC: 11/16/17
Revised CSC: 06/20/19

Jurisdictional Classification: Competitive