

Jurisdictional Class: Competitive  
Adopted: May 9, 1991  
Revised: December 8, 2011

**FIRE CHIEF**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important administrative, firefighting, and EMS work involving responsibility for planning and coordinating the activities of, and for the condition and efficiency of, all firefighting and EMS units of the municipality. The work is performed under administrative direction in accordance with established policies and objectives permitting considerable leeway for the exercise of independent judgment in directing the activities of the fire department. The work is reviewed through conferences and reports. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reports to and assumes command at all major fires and extraordinary emergencies;  
Plans, coordinates, and directs the overall activities of all professional and volunteer firefighting and EMS units;  
Assigns staff to perform specialized firefighting, fire prevention, and EMS duties;  
Supervises the investigation and determination of causes of fires;  
Directs the inspection of buildings for fire hazards to insure compliance with fire prevention ordinances;  
Maintains discipline and promotes the morale of the fire department;  
Reviews reports and makes inspections to determine the condition and efficiency of all firefighting and EMS units;  
Takes measures to correct deficiencies when they occur;  
Directs and inspects the maintenance and repair of all firefighting and EMS equipment;  
Directs the preparation and maintenance of personnel and activities records and reports;  
Directs training of professional and volunteer fire department personnel;  
Prepares and presents the annual budget for the fire department;  
Consults with superiors regarding major policy determinations;  
Recommends the purchase of supplies, the procurement of equipment, and the replacement of deficient firefighting and EMS equipment;  
Attends meetings and conferences and addresses interested groups regarding fire prevention, firefighting and EMS activities;  
Studies and sets up plans for dealing with possible conflagrations and other emergencies;  
Initiates and develops public relations policies for the department;  
Recruits and coordinates volunteer firefighter augmentation to department.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of modern firefighting, fire prevention and EMS methods and equipment;  
Thorough knowledge of state and the municipality's building codes and fire prevention laws and regulations;  
Thorough knowledge of the geography, building conditions, and major fire hazards of the municipality;  
Thorough knowledge of safety precautions used in firefighting and EMS activities;  
Thorough knowledge of current trends regarding the administration of firefighting, fire prevention and EMS activities;  
Demonstrated ability to plan, coordinate, and direct firefighting, fire prevention and EMS activities;  
Ability to maintain discipline and promote morale;  
Ability to develop cooperative relations with the public;  
Ability to exercise sound judgment.

## Fire Chief

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Fire Science or related fire or emergency services field and ten (10) years of paid experience in firefighting and fire prevention in a fire department, four (4) years of which must have been as a Fire Lieutenant, Fire Captain, or higher-level position; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Fire Science or related fire or emergency services field and twelve (12) years of paid experience in firefighting and fire prevention in a fire department, four (4) years of which must have been as a Fire Lieutenant, Fire Captain, or higher-level position; or
- (c) Completion of at least eight (8) certified courses through Department of Defense and/or National Fire Protection Association in Fire Science or related fire or emergency services field which must include Fire Fighting I & II, Fire Inspector I & II, Hazardous Materials Operations, and Fire Officer I and fourteen (14) years of paid experience in firefighting and fire prevention in a fire department, four (4) years of which must have been as a Fire Lieutenant, Fire Captain, or higher-level position; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above. Applicant must still possess a minimum of four (4) years of experience as a Fire Lieutenant, Fire Captain, or higher-level position.