

FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position involving responsibility for planning and coordinating 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. The work is performed under the administrative direction of a Board of Fire Commissioners in accordance with established policies and objectives with considerable leeway allowed for the exercise of independent judgment in directing the activities of the Fire Department. Supervision is exercised over the work of volunteer firefighters and other personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responds to and assumes command at major fires and other emergencies;
Plans, coordinates, supervises and evaluates the overall activities of all volunteer firefighters and other personnel and takes necessary action to ensure proper personnel administration including disciplinary action;
Develops goals and objectives and recommends policies for adoption by the Board of Fire Commissioners;
Interprets, applies and reviews federal, state and local rules and regulations that govern firefighting and emergency service delivery and safety as well as develops and implements policies and procedures to ensure that the Fire Department is in compliance;
Monitors and evaluates the efficiency and effectiveness of the Fire Department, identifies opportunities for improvement and reviews same with the Board of Commissioners;
Implements the rules and regulations of the Board regarding the operations and activities of the Fire Department;
Develops the Fire Department's annual budget for submission to the Board of Commissioners and monitors expenditures throughout the year;
Supervises the operation of firefighting vehicles, equipment, apparatus, and other materials used in the prevention or extinguishment of fires;
Oversee the purchase and inventory of supplies, equipment, uniforms and other materials in accordance with the District's procurement procedures;
Prepares or directs the preparation of a variety of reports (e.g., operational reports, reports involving meritorious acts, deaths, injuries involving members, accidents or damage to apparatus and other incidents of an unusual nature, etc.);
Plans and directs the training of volunteer firefighters and other personnel and ensures that all personnel meet and maintain certification requirements and necessary licenses;
Directs and inspects routine building and grounds maintenance of fire station;
Attends meetings and conferences and addresses interested groups regarding fire prevention and firefighting activities;
Serve as liaison with state and local agencies that interface with the Fire Department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern fire fighting and fire prevention methods and equipment; thorough knowledge of the state and municipality's building code 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; thorough knowledge of modern principles of fire department administration; ability to plan, lay out and supervise the work of others; ability to lead and command effectively in emergency situations; ability to establish and maintain

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effective working relationships with other governmental officials and the public; ability to communicate effectively with others, both orally and in writing; must possess integrity, initiative, leadership, tact, courtesy and sound judgment in emergencies.

MINIMUM QUALIFICATIONS*: Possession of a New York State or National Firefighting I Certification; and:

1. Graduation from high school or possession of an equivalency diploma and ten (10) years of full time paid or volunteer firefighting experience, five (5) years of which shall have been in an administrative supervisory rank with direction over subordinate levels of supervision; or
2. An Associate's degree or equivalent college credits (a minimum of sixty (60) credits) and eight (8) years of full time paid or volunteer firefighting experience, five (5) years of which shall have been in an administrative supervisory rank with direction over subordinate levels of supervision; or
3. A Bachelor's degree and six (6) years of full time paid or volunteer firefighting experience, five (5) years of which shall have been in an administrative supervisory rank with direction over subordinate levels of supervision.

NOTES:

1. The required experience as outlined above must be on a full-time basis.
2. Volunteer work experience must be documented on a form prescribed by the Rockland County Department of Personnel. Part-time volunteer work experience will be prorated in the same way as part-time paid work experience.

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.

*In accordance with New York State Civil Service Law Section 58-a, all Fire Chiefs appointed on or after January 20, 2019 in any fire department or fire district that employs six (6) or more paid firefighters must meet the minimum qualifications as established by the State Fire Administrator of the New York State Office of Fire Prevention and Control (OFPC). Therefore, to be eligible for provisional or permanent appointment as Fire Chief on or after January 20, 2019, the candidate must meet the following qualifications:

- 1) Possess National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications;
- 2) Maintain fitness standards in compliance with OSHA 29 CFR 1910.134 Respiratory Protection Standard, 29 CFR 1910.156 Fire Brigade Standard and any established by the Authority Having Jurisdiction (AHJ);
- 3) The following education and experience may be substituted for NFPA 1021 Fire Officer 3 Certification, upon the approval of the State Fire Administrator:
 - a) New York State Supervisory Level 1 certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer 1 certification) and ten (10) or more years of service as Fire Chief in a civil service position; or
 - b) Possess National Certification as a Fire Officer 2, pursuant to NFPA 1021; and

- i. Ten (10) or more years of progressive supervisory responsibility in the field of fire or emergency services and 60 college credits; or
- ii. Five (5) or more years of progressive supervisory responsibility in the field of fire or emergency services and 120 college credits; or
- iii. Five (5) or more years of service as Fire Chief, in a civil service position; or
- iv. Five (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.