

FIRE CHIEF - C

DISTINGUISHING FEATURES OF THE CLASS:

This is administrative work involving responsibility for planning, directing and evaluating all firefighting and fire prevention, fire investigation, emergency, medical, rescue and disaster management activities of the City Fire Department. This position entails responsibility of the highest order for the protection of lives and property. Ensuring the proper training and readiness of subordinates and the maintenance of high standards of performance throughout the force are direct responsibilities of the position. Work is performed under the general direction of the City Manager with broad leeway for the exercise of independent judgment in carrying out policies and procedures.

TYPICAL WORK ACTIVITIES:

Directs department operations to achieve goals and objectives;

Takes active command at fires and other emergencies of all companies responding to the alarm;

Assigns companies and other resources to effectively mitigate various emergencies;

Establishes policies, procedures, work rules and performance standards to ensure the efficient and effective operation of the department;

Makes recommendations for the purchase of equipment, changes in personnel, maintenance of apparatus and stations, and other matters for the betterment of the services;

Investigates or directs the investigation of causes of fires occurring within the city;

Collects and analyzes data to evaluate and improve services;

Prepares oral and written reports on all activities of the department;

Maintains discipline and promotes morale of the department;

Prepares department budget;

Issues working orders for the department;

Directs the inspection of sprinkler systems, fire alarm systems, buildings and plans for compliance with fire prevention code, and issues permits;

Plans and directs fire prevention activities including periodic inspections of buildings, premises and industrial processes for fire hazards and the education of the public;

Oversees the enforcement of the New York State Fire and Building Code and other related ordinances and laws;

Develops recommendations on fire safety related matters for the City Manager and interprets policies and procedures of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern fire fighting and fire prevention methods, practices, and equipment;

Thorough knowledge of the city's building code and fire prevention laws and ordinances;

Thorough knowledge of the New York State Fire and Building Code;

Thorough knowledge of the principles and practices of supervision;

Thorough knowledge of technical rescue, emergency medical services, hazardous material operations and disaster management;

Thorough knowledge of the geography and building conditions of the city;

Thorough knowledge of ICS/MIMS incident management practices and the ability to implement them appropriately;

Ability to plan, organize and supervise the work of subordinates;

Ability to interpret the work of the fire department and to maintain cooperative relationships with public officials, allied agencies and the public;

Ability to communicate effectively both orally and in writing;

Ability to utilize software and technology to advance the mission of the department;

Ability to act calmly and effectively under stressful situations;

Resourcefulness;

Sound judgment in emergencies;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Permanent appointment as an Auburn Assistant Fire Chief or Fire Captain.

Revised:12/8/2014 – CSC meeting