

## **FIRE CHIEF**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involved in 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 administrative direction 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. 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 state and municipality's building codes, fire prevention laws and ordinances;  
Thorough knowledge of the geography, building conditions, and major fire hazards of the municipality;  
Thorough knowledge of the safety precautions used in firefighting activities;  
Thorough knowledge of current trends regarding the administration of firefighting and fire prevention activities;  
Ability to plan, coordinate, and direct firefighting, and fire prevention activities;  
Ability to maintain discipline and promote morale;  
Ability to plan, supervise and coordinate fire fighting and fire prevention activities;  
Ability to communicate effectively both orally and in writing;  
Ability to develop cooperative relations with the public;  
Ability to exercise sound judgment.

**MINIMUM QUALIFICATIONS:** Four (4) years of permanent status as a Fire Captain within the department where promotion is sought; **AND:**

**SPECIAL REQUIREMENTS:**

In accordance with New York State Civil Service Law Section 58-a, all Fire Chiefs appointed from a civil service eligible list established after June 13, 2020, 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. Therefore, to be eligible for provisional appointment to Fire Chief on or after January 20, 2019, or permanent appointment as Fire Chief from an eligible list established after January 20, 2019, in addition to the promotional qualifications prescribed by the Broome County Department of Personnel, 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 10 or more years of service as Fire Chief in a civil service position;
  - (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\*
    - (iii) 5 or more years of service as Fire Chief, in a civil service position;
    - (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.

If required to do so, effective January 1, 2015, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and/or New York State Energy Conservation Construction Code shall be required to complete the code enforcement official basic training program as outlined in Title 19 of New York Codes, Rules and Regulations (NYCRR), Part 1208 - Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c), within the shorter of eighteen (18) months after the date of initial appointment or eighteen (18) months after the date of first attendance at

a course included in the basic training program, or have obtained certification pursuant to the provisions of Section 1208-5.4. In addition, they are required to maintain active code enforcement official certification on an annual basis by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208-3.4. It is the responsibility of the appointing authority to ensure that employees who have been certified as code enforcement officials maintain their certification on an annual basis pursuant to these sections throughout the duration of their employment.

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