

FIRE CHIEF

Distinguishing Features of the Class: This is important supervisory and administrative work involving responsibility for firefighting and fire prevention activities, and for the operation of the Village's ambulance service, and rescue squad. Has responsible charge of all municipal firefighting, fire inspection, rescue squad and ambulance activities. The Chief is also to perform the duties of firefighter as needed, and to keep his/her firefighting training, and emergency medical training up-to-date. The work is performed according to general policies and procedures outlined by the Mayor and the Village Board allowing for independent judgment in the operation of the fire department. The Chief is responsible for developing and updating department SOPs (standard operating procedures). The Chief must be capable of understanding and managing change in economic, social, and technological environments. Does related work as required.

Typical Work Activities:

- Responds to all fire alarms/calls and ambulance calls as needed.
- Takes active command at fires, assigning firefighters and equipment and determining the need for additional assistance.
- Maintains discipline and morale of the department.
- Plans and supervises training activities.
- Directs fire prevention and investigation activities, in cooperation with law-enforcement agencies when necessary.
- Makes recommendations for the purchase of firefighting, ambulance, rescue equipment.
- Purchases necessary tools and equipment.
- Develops annual department budget for Board consideration.
- Directs the care and maintenance of the building and grounds housing the fire station.
- Investigates fire hazards and causes of fires, and takes corrective action.
- Directs the operation of the village ambulance service and rescue squad.
- Maintains records of departmental activities, equipment purchases and maintenance, and prepares all necessary reports of the department.

Full Performance Knowledges, Skills, Abilities, and/or Personal Characteristics:

- Thorough knowledge of up-to-date firefighting principles, practices, and equipment.
- Thorough knowledge of laws, rules, and regulations governing fire department activities.
- Thorough knowledge of fire prevention laws and ordinances, and Village Disaster Plan.
- Thorough knowledge of local geography, location of fire hydrants, water mains, any fire hazards within the village.
- Good knowledge of village building code, all O.S.H.A. standards pertaining to the fire service.
- Pursue and keep up-to-date emergency medical training.
- Resourcefulness.
- Ability to lead, and train firefighters.
- Physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and eight years of permanent competitive service as a paid firefighter. Valid intermediate E.M.T. card.

Special Requirements: Must possess a valid New York State Operator's license for driving.

10/11/88

10/14/04