

FIRE CHIEF
(City of Salamanca)

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative and supervisory work involving responsibility for planning, coordinating and directing all fire prevention and firefighting activities. Work is performed in accordance with general policies and objectives outlined by the board of Fire Commissioners with considerable leeway for the use of independent judgment in administering the activities of the department and maintaining high standards of performance. Supervision is exercised over the work of firefighters and volunteer firefighters. A Fire Chief (City of Salamanca) does related work as required.

TYPICAL WORK ACTIVITIES:

- Responds to and takes active command at all fires and emergencies;
- Plans, directs and schedules the work of Firefighters;
- Coordinates the activities of all volunteer firefighting organizations to achieve maximum coverage;
- Plans and supervises all phases of training of Firefighters and volunteer firefighters;
- Conducts fire inspections of schools, hospitals, multiple dwellings and places of public assemblage to point out and correct fire hazards;
- Follows up with fire inspections to compel compliance with fire prevention laws and ordinances;
- Investigates all fires to determine origin and extent of damage;
- Checks fire stations daily to insure cleanliness and proper working order of equipment;
- Promotes interest of school children in fire prevention activities through periodic classroom lectures and fire station demonstrations;
- Makes recommendations for purchase of new equipment and additions to personnel;
- Attends conferences and keeps abreast of innovations in firefighting and fire prevention techniques;
- Maintains discipline and promotes department morale;
- Speaks before various civic groups to promote interest in fire prevention activities;
- Maintains all records and prepares reports of fire department activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern firefighting and fire prevention principles, methods and equipment; thorough knowledge of the city's building code and fire prevention laws and ordinances; thorough knowledge of the geography, building conditions and major fire hazards of the city; thorough knowledge of safety precautions used in firefighting, including modern first aid and rescue equipment; thorough knowledge of modern principles of fire department administration; demonstrated ability to plan, coordinate and direct firefighting and fire prevention activities; ability to develop and maintain cooperative relations with the public, initiative; resourcefulness; sound judgment in emergencies; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Candidates must be permanently employed in the competitive class and have two (2) years of satisfactory experience as an Assistant Fire Chief or six years of experience as a Firefighter or higher grade in the fire service.

AND

1. Possess National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications; and
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); and
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) NYS Supervisory Level I certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer I certification) and 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. 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; or III. 5 or more years of service as fire chief, in a civil service position; or 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.

SPECIAL REQUIREMENT: Candidates must meet the following requirements to be eligible for appointment:

1. Certification as an Emergency Medical Technician (EMT) issued by the NYS Health Department in accordance with Part 800, Chapter VI of the State Emergency Medical Services Code.
2. Must possess and maintain the appropriate level Motor Vehicle Operator's license.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 3/21/13

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