

FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and firefighting work involving the responsibility of planning and coordinating the activities of all the firefighting units, and the condition and efficiency of the units, in a municipality. The work is performed under administrative direction from the legislative board or municipalities' administration in accordance with established policies and objectives permitting considerable exercise of independent judgment in directing the activities of the fire department. The work is reviewed through conferences and reports. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reports to and assumes command at all major fires and extraordinary emergencies;
 Plans, coordinates, and directs the over-all activities of all firefighting units;
 Assigns firefighters to perform specialized firefighting and fire prevention duties;
 Supervises the investigation and determination of causes of fires;
 Directs the inspection of buildings for fire hazards to insure compliance with fire prevention ordinances;
 Maintains discipline and promotes the morale of the fire department;
 Reviews reports and makes inspections to determine the condition and efficiency of all firefighting units;
 Takes measures to correct deficiencies when they occur;
 Directs and inspects the maintenance and repair of all firefighting equipment;
 Directs the preparation and maintenance of records relating to human resources, training and other departmental activities;
 Plans and directs the training of fire department personnel;
 Prepares and presents the annual budget for fire department;
 Consults with superiors regarding major policy determinations;
 Recommends the purchase of supplies and the procurement of equipment and the replacement of firefighting equipment as needed or planned;
 Attends meetings and conferences and addresses interested groups regarding fire prevention and firefighting activities;
 Studies and sets up plans for dealing with possible conflagrations and other emergencies;
 Initiates and develops public relations policies for the department;
 Plans and implements volunteer recruitment to supplement paid firefighting staff;
 Oversees and coordinates volunteer firefighting activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern firefighting 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 current trends regarding the administration of firefighting and fire prevention activities; demonstrated ability to plan, coordinate and direct firefighting and fire prevention activities; ability to maintain discipline and promote morale; ability to develop cooperative relations with the public; initiative; resourcefulness; dependability; sound judgment in emergencies; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State Registered College or University with a Bachelor's Degree in fire science, criminal justice, a closely related emergency services field, business administration, or public administration AND three (3) years of full-time experience, or its part-time equivalent, as a firefighter; OR
2. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in fire science, criminal justice, a closely related emergency services field, business administration, or public administration AND five (5) years of full-time experience, or its part-time equivalent, as a firefighter; OR

(Minimum qualifications continued on Page 2)

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MINIMUM QUALIFICATIONS: (Continued)

3. High school graduation or possession of a high school equivalency diploma AND seven (7) years of full-time experience, or its part-time equivalent, in a career and/or volunteer fire department as an Assistant Chief, Division Chief, Battalion Chief, or in a similar title or high rank.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

1. Possession of National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications.
2. OSHA 29 CFR 1910.134 Respiratory Protection Standard certification.*
3. OSHA 29 CFR 1910.156 Fire Brigade Standard certification.*

* NOTE: The Respiratory Protection Standard and Fire Brigade Standard fitness standards, and any standards established by the Authority Having Jurisdiction (AHJ), must be maintained throughout the tenure of employment.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

SUBSTITUTION OF THE FIRE OFFICER 3: With the approval of the NY State Fire Administrator the following education and experience may be substituted for NFPA 1021 Fire Officer 3 Certification:

- (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.

VOLUNTEER FIREFIGHTING EXPERIENCE:

(Information submitted will be considered insufficient if not substantiated by official documents.)

- Documented volunteer firefighting experience will be accepted on a prorated basis.
- Volunteer experience shall be defined as:
 - Actual time spent in firefighting training.
 - Attending official department functions.
 - Responding to emergency situations as a member of an emergency fire department.
- Time spent in fund raising, parades, or social or sporting events will not be credited.
- The time claimed must be verified by the submission of official department documents AND completion of the Firefighter Verification of Volunteer Service form.

REVISED: 11/5/98, 6/26/18, 9/4/18, 3/29/19, 7/30/19, 10/28/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

Ontario County Civil Service Only: The substitution for NFPA 1021 Fire Officer 3 Certification can be granted only upon the approval of the State Fire Administrator. Email the candidate's name, name of the fire department or district and the candidate's qualifying documentation to ofpc.firechief@dhses.ny.gov. This email address is for Civil Service use only, not to be provided to candidates or fire department staff.