

## **Fire Chief - 4490**

### **Primary Reason Why Classification Exists**

To serve as a department director and manage all municipal fire and emergency response services for the City of Newton.

### **Distinguishing Features of the Class**

An employee in this class plans, organizes and directs the fire and emergency response programs for the City. Work includes organizing and directing all fire tactical operations, emergency response to non-fire related calls, and implementing fire inspection and investigation programs. Work involves considerable public contact to provide information, answer questions, resolve complaints, and provide public education. Work is performed under the direction of the City Manager and is evaluated on the basis of attainment of individual and department goals and objectives, periodic conferences with the City Manager and City Council, activity reports, feedback from other fire agencies, and public support.

### **Illustrative Examples of Work**

- Develops and administers departmental policies, rules and regulations; determines practices and methods to be used by departmental personnel
- Responds to major alarms and assumes command at fire scenes or monitors other management personnel for performance evaluation
- Oversees the investigation of fires; signs off on reports and criminal processing of suspected cases of arson
- Authorizes personnel assignments; sets work priorities, particularly during emergencies
- Prepares department budget based upon input from staff and in accordance with needs, goals, and objectives; justifies and submits the budget to City Manager
- Prepares and reviews operational and administrative reports
- Serves as the final decision on new hires, promotions, dismissals, and signs off on employee performance evaluation in accordance with established policy and procedures
- Interprets and enforces personnel rules and regulations for employees; receives, investigates and resolves internal grievances or external complaints
- Plans and oversees multi-year building and equipment maintenance programs
- Determines staff training requirements; develops training programs to ensure personnel are adequately trained to perform their job roles
- Remains abreast of changes in laws, ordinances and policies; ensures changes are communicated and documented for future reference
- Provides public speaking engagements to civic groups, school groups, and other organizations to promote citizen cooperation and understanding with fire service programs

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of the principles and practices in municipal fire management and administration
- Thorough knowledge of fire suppression techniques and prevention practices
- Thorough knowledge of modern fire investigative and inspection processes including extensive knowledge of state and national fire codes

- Thorough knowledge of the principals and practices of personnel management sufficient to build teamwork and obtain positive results
- Thorough knowledge of the principals and operational practices of fire department organizational planning and budgeting
- Ability to plan, organize, and administer a large fire department budget
- Ability to establish and maintain effective working relationships with the public, fire personnel, and elected officials
- Ability to make presentations to the news media, civic groups, school groups, and other organizations to promote citizen cooperation and understanding with fire service programs
- Ability to manage and direct subordinates sufficient to build teamwork and administer personnel policies equitably
- Ability to prepare and administer an annual operating and capital budget

### **Physical Requirements**

Although the work of the Fire Chief is generally administrative in nature, significant physical effort may be required when performing fire related activities such as operating a fire vehicle, fighting fires, investigating fire scenes, and training. Employee has to be able to walk, run, climb, crawl, stoop, and carry heavy equipment and turnout gear while performing fire work. Employee also has to talk and hear normally to communicate with the public and participate in radio communications. Employee must have the visual acuity to operate equipment and to read and write handwritten and typewritten materials.

### **Working Conditions**

The role of the Fire Chief is primarily administrative and management in nature and the normal working conditions are in an environmentally controlled office or building. When responding to and fighting fires the employee is subject to the same conditions as other fire suppression personnel including extremes in weather (both above 100 deg F and below 32 deg F) for extended periods of times, driving emergency situations, and working with deceased persons and/or citizens who are injured. Work hazards can also include exposure to fire and smoke, potentially infectious materials and fluids including blood borne pathogens, vehicular accidents, and stress inherent in fire service work.

### **Education**

Graduation from an accredited college or university with an Associate's degree in fire science, business administration, or other field of study related to the nature of the work performed; a Bachelor's degree is preferred

### **Experience**

At least 7 10 years of progressively responsible management experience in a municipal fire department at the level of a Fire Battalion Chief or higher.

### **Special Requirements**

- Valid North Carolina Non-Commercial driver's license (Class B)
- NC Firefighter certification; EMT-B

- Additional certifications in the fire service field may be defined at the time of employment

**FLSA Status:** Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight).

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

March 2015