

## GENESEE COUNTY

### FIRE CHIEF

**DISTINGUISHING FEATURES OF THE CLASS:** As described by the City Charter, this is an important administrative and supervisory position involving responsibility for planning, coordinating and directing municipal fire prevention and firefighting. The Fire Chief renders necessary assistance and service to persons and property in case of emergencies and accidents. The work is performed in accordance with general policies and objectives established by the City Administrator and Council, permitting wide leeway for the exercise of independent judgment in administering the activities of the department. The work is reviewed through conferences and reports. Supervision is exercised over all members of the fire department. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Responds to and assumes command at all major fires and other emergencies;  
Directs the operation of departmental in-service activities;  
Plans, directs, and schedules the activities of all firefighting units to achieve maximum coverage;  
Directs the inspection of multiple dwellings and places of public assemblage to point out and assist in the correction of fire hazards and to insure compliance with fire prevention laws and ordinances, and prepares written records and reports as required;  
Reviews reports and makes inspections to determine the condition and efficiency of all firefighting units;  
Directs and inspects the maintenance of repair of all firefighting equipment and apparatus;  
Directs and inspects routine building maintenance of fire stations;  
Maintains discipline and promotes the morale of the fire department;  
Plans and assigns personnel for specialized firefighting and fire prevention duties;  
Recommends the purchase of supplies and the replacement of firefighting equipment;  
Attends meetings and conferences and addresses interested groups as part of a planned program of fire prevention education.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:**

Comprehensive 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; thorough knowledge of fire training techniques; firefighting and fire prevention activities; ability to maintain discipline and promote morale; ability to develop cooperative relations with the public; initiative; thorough knowledge of modern principles of fire department administration; good knowledge of first aid methods; demonstrated ability to plan, coordinate and direct

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resourcefulness; sound judgment in emergencies; ability to meet departmental physical standards; ability to use radio, pager, personal computer, phone.

### **MINIMUM QUALIFICATIONS:**

**PROMOTIONAL:** Two (2) years of full-time, permanent status as a Fire Captain within the department where promotion is sought **AND**,

### **Candidates must also meet the following qualifications:**

In accordance with New York State Civil Service Law Section 58-a minimum qualifications for career Fire Chief at time of appointment.

**OPEN COMPETITIVE:** Two (2) years' experience as a Deputy Fire Chief or equivalent title **OR** four (4) years' experience as a Fire Captain or any equivalent combination of experience and training **AND**

### **Minimum Standards for Career Fire Chiefs**

Civil Service Law §58-a and 19 NYCRR section 426.9 establish minimum qualifications for fire chiefs appointed pursuant to the Civil Service Law. In addition, General Municipal Law §204-dd and 9 NYCRR Part 227 establish minimum qualifications for fire chiefs of a career and combination fire departments. To be eligible for provisional or permanent appointment as the fire chief, pursuant to Civil Service Law, the candidate must meet the following;

1. Possess National Certification Fire Officer III, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications or possess the training, education, experience, or combination thereof, determined by the State Fire Administrator (see guidance below); **and**
2. Meet the minimum qualifications established by the municipal civil service agency having jurisdiction; **and**
3. Meet the core competencies for incident commander established by the State Fire Administrator, pursuant to General Municipal Law §204-dd and 9 NYCRR Part 227.

### **Guidance regarding alternatives to meet the fire chief minimum education qualification requirement:**

The State Fire Administrator will consider alternative training, education, experience, or a combination thereof, as appropriate and adequate substitute(s) for the NFPA 1021 Fire Officer III certification.

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Alternate training, education and/or experience may include the following;

1. Possess NYS Supervisory Level I certification, pursuant to 19 NYCRR 426.9, or National Certification Fire Officer I, pursuant to NFPA 1021, and 10 or more years of service as the fire chief, subject to Civil Service Law §58-a; **or**
2. National Certification Fire Officer 1, pursuant to NFPA 1021 and completion of the National Fire Academy, Executive Fire Officer Program and supervisory experience above first-line supervisor; **or**
3. National Certification Fire Officer II, pursuant to NFPA 1021, supervisory experience above first-line supervisor, and 60 college credits.

Competitive Class  
Non-Competitive (PT)