



CIVIL DIVISION
CLASS SPECIFICATION

FIRE CHIEF

DATE ADOPTED: 5/15/1975

LAST REVISION: 6/1/2021

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DISTINGUISHING FEATURES OF THE CLASS:

This is an important administrative post involving responsibility for planning and directing all fire fighting and prevention activities. The instruction and training of recruits, as well as the maintenance of high standards of performance throughout the force are direct responsibilities of the Chief. The work is performed under the administrative direction of the City Manager, Board of Fire Commissioners, or other appointing authority. Supervision is exercised over the work of all fire department personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Takes active command at fires;
2. Assigns personnel to stations;
3. Makes recommendations for and passes upon the purchase of equipment, additions to personnel, restoration of stations and other matters for the betterment of the service;
4. Plans and directs training activities for new employees and for those in service;
5. Is responsible for the discipline and morale of the department;
6. Investigates causes of fires occurring within the municipality;
7. Prepares oral and written reports on all activities of the department;
8. Reports to the chief executive officer of the municipality on all matters;
9. Issues working orders for the department;
10. Supervises inspection of sprinkler systems, fire alarm systems, buildings and plans for compliance with Fire Prevention Code, and issues permits;
11. Plans and directs fire prevention activities including periodic inspection of buildings, premises and industrial processes for fire hazards and the education of the public;
12. Prepares departmental budget;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of modern fire fighting and fire prevention methods; thorough knowledge of local fire prevention laws and ordinances; thorough knowledge of State regulations on Fire and Police Safety and State and County Mutual Aid Systems; thorough knowledge of the use and maintenance of fire fighting equipment; thorough knowledge of first aid methods; thorough knowledge of the local building code; thorough knowledge of the geography of the locality; thorough knowledge of the fire hazards and fire history of the locality; ability to plan, lay out and supervise the work of others; ability to develop contingency plans for a variety of disaster situations; ability to establish satisfactory working relationships with other governmental officials and the public; integrity; initiative; resourcefulness; tact and courtesy; good judgement; physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

Effective June 1, 2021, to be eligible for provisional or permanent appointment as a fire chief, the candidate must meet the following qualifications:

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 (<http://www.dhSES.ny.gov/ofpc/regs/firechiefminqualifications.cfm>)

***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. 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 I, 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 firstline supervisor, and 60 college credits.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: 09/08/78, 09/21/94, 1/20/2019, 6/1/2021