

FIRE CHIEF

Distinguishing Features of the Class: This is important supervisory and administrative work involving responsibility for firefighting and fire prevention activities, and for the operation of the Village's ambulance service, and rescue squad. Has responsible charge of all municipal firefighting, fire inspection, rescue squad and ambulance activities. The Chief is also to perform the duties of firefighter as needed, and to keep his/her firefighting training, and emergency medical training up-to-date. The work is performed according to general policies and procedures outlined by the Mayor and the Village Board allowing for independent judgment in the operation of the fire department. The Chief is responsible for developing and updating department SOPs (standard operating procedures). The Chief must be capable of understanding and managing change in economic, social, and technological environments. Does related work as required.

Typical Work Activities:

- Responds to all fire alarms/calls and ambulance calls as needed.
- Takes active command at fires, assigning firefighters and equipment and determining the need for additional assistance.
- Maintains discipline and morale of the department.
- Plans and supervises training activities.
- Directs fire prevention and investigation activities, in cooperation with law-enforcement agencies when necessary.
- Makes recommendations for the purchase of firefighting, ambulance, rescue equipment.
- Purchases necessary tools and equipment.
- Develops annual department budget for Board consideration.
- Directs the care and maintenance of the building and grounds housing the fire station.
- Investigates fire hazards and causes of fires, and takes corrective action.
- Directs the operation of the village ambulance service and rescue squad.
- Maintains records of departmental activities, equipment purchases and maintenance, and prepares all necessary reports of the department.

Full Performance Knowledges, Skills, Abilities, and/or Personal Characteristics:

- Thorough knowledge of up-to-date firefighting principles, practices, and equipment.
- Thorough knowledge of laws, rules, and regulations governing fire department activities.
- Thorough knowledge of fire prevention laws and ordinances, and Village Disaster Plan.
- Thorough knowledge of local geography, location of fire hydrants, water mains, any fire hazards within the village.
- Good knowledge of village building code, all O.S.H.A. standards pertaining to the fire service.
- Pursue and keep up-to-date emergency medical training.
- Resourcefulness.
- Ability to lead, and train firefighters.
- Physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and eight years of permanent competitive service as a paid firefighter. ~~Valid Intermediate EMT card.~~ **Valid Paramedic Certification or valid EMT Certification.**

Special Requirements: Must possess a valid New York State Operator's license for driving.
To be appointed to this position, the incumbent must meet the requirements set forth by NYS Law Chapter 406, Civil Service Law § 58-a.

Effective 1/20/19, except in the City of New York, to be eligible for provisional or permanent appointment as a fire chief, the candidate must meet the following qualifications:

1. Possess National Certification as a Fire Officer III, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications;
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. Meet the minimum qualifications established by the municipal civil service agency having jurisdiction.
4. The following education and experience may be substituted for NFPA 1021 Fire Officer III 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 II, 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.

10/11/1988

10/14/2004

CLASS: COMPETITIVE