FIRE CHIEF

GENERAL STATEMENT OF DUTIES: Has responsible charge of over-all fire prevention and firefighting activities, and plans, coordinates and directs the activities of the Fire/Ambulance Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative fire manic work involving responsibility for planning and coordinating the activities of, and for the condition and efficiency of all firefighting units of the village. The work is performed under the general administrative direction in accordance with established policies and objectives permitting considerable exercise of independent judgment in directing the activities of the Fire Department. Supervision is exercised over the activities of all departmental personnel.

EXAMPLES OF WORK: ***(Illustrative only*)**

- Reports to and assumes command at all major fires and extraordinary related 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;
- Directs and inspects the maintenance and repair of all firefighting equipment;
- Directs the training of Fire Department personnel;
- Oversees and coordinates all emergency medical services and rescue operation for the village;
- Prepares and presents the annual budget for the Fire Department;
- Recommends the purchase of supplies and the replacement of deficient firefighting equipment;
- Attends meetings and conferences and addresses interested groups regarding fire prevention and firefighting activities.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of modern firefighting and fire prevention principles, practices and equipment; thorough knowledge of the geography, building conditions and major fire hazards of the village; thorough knowledge of the village building code, fire prevention laws, ordinances and regulations; thorough knowledge of safety precautions used in firefighting; thorough knowledge of the Rules and Regulations of the department and the laws under which it operates; thorough knowledge of current trends regarding the administration of firefighting and fire prevention activities; good knowledge of fire training practices and techniques; demonstrated ability to plan, coordinate and direct firefighting and fire prevention activities on a wide scale; ability to maintain discipline and promote morale of the department; ability to develop cooperative relations with the public; initiative; administrative ability of a high order; resourcefulness; dependability; ability to prepare administrative reports; sound judgment in emergencies; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Two years of experience as a Deputy Fire Chief or Second Assistant Fire Chief.

Special Requirement:

1. Possess National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications; AND

2. Maintain fitness standards in compliance with OSHA 29 CFR 1910.156 Fire Brigade Standard and any established by the Authority having jurisdiction.

The following education and experience may be substituted for NFPA 1021 Fire Officer 3 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 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 a 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.

SPECIAL NOTES:
- In the ***Village of Herkimer*** the Fire Chief serves as Building Inspector for buildings in the Village of Herkimer.
- In the ***Village of Ilion*** the Fire Chief administers the Village's building inspection/code enforcement program in compliance with NYS Uniform Fire Prevention Building Code.

Revised 04/15/97 Personnel Officer **Competitive Class**
Revised 03/29/19 Personnel Officer